UNIVERSITY OF WOLLONGONG AUSTRALIA

ihmri illawarra health and medical research institute

POSITION DESCRIPTION – General Staff

Position Title: Clinical Research Program Coordinator Level: 6/7

Faculty/Division: Illawarra Health and Medical Research Institute (IHMRI)

Primary Purpose of the Position:

Reporting to the IHMRI Chief Operating Officer, this position will coordinate operational functions and support clinical trial and clinical research activities within the IHMRI Clinical Research and Trials Unit (CRTU) and within the Illawarra Shoalhaven Local Health District (ISLHD) as required. The role will encompass reviewing and developing clinical research capabilities, developing plans and coordinating governance and administration functions within the unit and within research facilities at ISLHD, as well as providing dedicated support to allocated clinical research studies during a period of transition. There is a review and future planning aspect to the role, as well as a focus on maintaining smooth operations while future plans are confirmed. The position will work with the IHMRI Clinical Director and the COO to shape directions for clinical research across IHMRI and the ISLHD and design facilities and services needed for effective support.

Position Environment:

The Illawarra Health and Medical Research Institute Limited (IHMRI) was established in 2008 as a medical research institute working across the University of Wollongong (UOW) and the Illawarra Shoalhaven Local Health District (ISLHD) to foster, develop and grow health and medical research in the region. IHMRI is constituted as a not-for-profit company limited by guarantee under the Corporations Act 2001 (Commonwealth).

The Institute established its operations in mid-2010 in a dedicated and specially designed building on the UOW campus and in close partnership with its key stakeholders has built reputation and capability in providing leadership, direction and services to advance research and researchers across wide areas of interests and the translational continuum.

IHMRI is focused on advancing research and business outcomes while strengthening its position as an independent and sustainable medical research institute (MRI). We strive to continue to meet the expectations of our stakeholders to advance health and medical research in the Illawarra and addresses NSW Government criteria for recognition as an independent MRI, establishing IHMRI to benefit from more diverse revenue sources including philanthropic donations and sponsorships, funding partnerships and commercial activities.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of time
1.	Coordination of a small team of staff, including but not limited to: workload management and planning; monitoring training and accreditations; and performance planning and succession.	Staff managed according to current UOW Enterprise Agreement and in line with IHMRI's strategy and plans.	10
2.	Review existing policies, systems, and procedures for clinical research activities, clinical research governance and the CRTU and further develop polices and systems to meet future needs.	Documented and up-to-date policies and operating procedures; Effective governance and risk management systems in place.	30
3.	Work closely with the IHMRI Clinical Director to coordinate forward planning, resource management and governance functions to support clinical research operations, across both IHMRI and ISLHD sites.	Plans and objectives align with IHMRI development plans and targets	20
4.	Ensure efficient ongoing administration of IHMRI's clinical research sites and services by: - establishing and monitoring Key Performance Indicators - reviewing, monitoring and initiating quality control activities, compliance and risk management, including WHS - monitoring contracts, insurance and finances - managing IHMRI equipment and facilities.	Efficient and sustainable operations with deliverables, targets and compliance requirements met	10
5.	Direct provision of technical, clinical and other support for clinical trials and investigator-initiated studies as necessary both in the CRTU at IHMRI Headquarters and at ISLHD sites	Effective set-up, recruitment and screening, administration and record-keeping, and compliance for clinical trials and studies	20
6.	Contribute to budgeting and expenditure monitoring relating to IHMRI's Clinical Research Program and support services.	Appropriate budgets and plans for resource allocation and management	10
7.	Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing
8.	Observe principles and practices of Equal Employment Opportunity.	Ensure fair treatment in the workplace.	Ongoing
9.	Have WH&S responsibilities, accountabilities and authorities as outlined at: http://staff.uow.edu.au/ohs/commitment/responsibilities/	Ensure a safe working environment for self & others.	Ongoing

Reporting Relationships:

Reports to	IHMRI Chief Operating Officer
Supervises	Senior Clinical Trial Coordinator/Nurses
Other key contacts	IHMRI Clinical Director, Investigators, IHMRI functional areas, Contract research organisations/trial sponsors, Clinicians, Academic researchers, Ethics office, ISLHD research governance office

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
IHMRI Chief Operating Officer	Policy, planning, administrative and operational matters
Clinical Director	Policy, planning, administrative and operational matters
Academics, clinicians and principal investigators	Liaison re facilities/services identification & provision
ISLHD research units	Maintain professional networks

Key Challenges:

1. Review of IHMRI clinical research support services and development of facilities, plans, policies, procedures and templates to support clinical trials and clinical research across both IHMRI Headquarters and at the ISLHD
2. Determine and shape IHMRI's CRTU facilities, activities and capabilities to meets IHMRI's and ISLHD's future strategic and operational goals.
3 Building and maintaining effective communication with external and internal stakeholders, in the governance, start-up and continuing administration of clinical trials, clinics and other CRTU interests.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- knowledge and understanding of wide range of administrative principles and processes within a clinical research environment
- demonstrated ability to manage conflict, solve problems and negotiate positive outcomes with both internal and external stakeholders
- excellent interpersonal and communication skills, both written and verbal
- demonstrated ability to work under limited direction, prioritise and exercise judgement where documentation/information is not clearly defined
- demonstrated ability to interpret and ensure compliance with Legislation, Codes of Practice and Industry Guidelines
- demonstrated competent user of Microsoft products

SELECTION CRITERIA - Education & Experience:

Essential:

- relevant tertiary qualifications in relation to Administration and/or combination of education, training and experience deemed to be equivalent
- substantial administrative experience, preferably within a clinical research environment
- demonstrated experience using policy, strategy and operational principles to guide decision-making
- considerable experience in staff coordination/supervision

Personal Attributes:

- ability to maintain confidentiality and act professionally at all times
- strong outcomes focus with flexibility to meet the demands of a changing work environment
- team player with strong capacity to engage with stakeholders (internal and external).

Special Job Requirements:

- Flexibility to work outside of normal office hours as required
- Working with children check may be required

Organisational Chart:

Available on request.