

POSITION DESCRIPTION

POSITION TITLE:	Project Coordinator / Project Manager – Staphylococcus aureus bacteraemia randomized clinical trials (SAB RCTs)
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Principal Research Fellow
CLASSIFICATION LEVEL:	GSL 7 (Project Coordinator) - or GSL 8 (Project Manager) depending on qualifications and experience
SALARY RANGE:	\$82,533 to \$103,162 pro-rata
STATUS (FTE):	0.5 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

ABOUT MENZIES:

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement. Menzies works at the frontline, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

SUMMARY OF POSITION:

The Combination Antibiotic Therapy for Methicillin Resistant Staphylococcus Aureus (CAMERA2) trial is an RCT comparing combination with standard antibiotic therapy in patients with methicillin resistant Staphylococcus aureus (MRSA) bacteraemia. CAMERA2 is running at ~30 sites in 4 countries and will be winding up in 2019. As part of the research translation of the CAMERA2 RCT, we have designed the Staphylococcus aureus Network Adaptive Platform trial (SNAP) a subsequent much larger RCT which addresses a broader group of questions in SAB (including but not limited to the role of combination antibiotic therapy in MRSA). SNAP aims to enrol ~6,000 patients with Staphylococcus aureus bacteraemia, at over 50 sites in Australia, New Zealand, Singapore, Israel, and Canada. It is being co-led by (Co-PIs) A/Prof Steve Tong (Doherty Institute, Melbourne and Royal Melbourne Hospital) and A/Prof Josh Davis (Menzies School of Health Research, Darwin and John Hunter Hospital, Newcastle), with a network of investigators from the CAMERA2 study group, the Australasian Society for Infectious Diseases Clinical Research Network (ASID CRN), Berry consultants (Experts in Adaptive trial design, Texas, USA), Telethon Kids Institute, the University of Queensland Centre for Clinical Research (UQCCR) and the REMAP CAP (a platform trial allowing other clinical trials to access their knowledge and experiences on how to set up a platform trial) study group among others. SNAP will be by far the largest clinical trial of Staph aureus bacteraemia ever undertaken.

We are currently nearing the end of CAMERA2 and are in the advanced planning stages of SNAP. Funding applications have been submitted to the NHMRC and the Singapore MRC and are pending. We are aiming for set up of infrastructure and sites in 2019 and first patient in 2020. The key role of this position is to assist with the close out of CAMERA2 and to co-ordinate the development of the Trial Master Protocol (TMP) for SNAP, and to co-ordinate investigator meetings and other pre-trial activities, with a potential extension to operationalising the trial once it is fully funded.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply

PRIMARY RESPONSIBILITIES:

1. Assist the CAMERA2 project manager with close-out activities on CAMERA2, including: co-ordinating final monitoring visits for all sites; collating a biobank of SAB isolates from each site; cleaning and finalising the dataset for analysis; and arranging investigator meetings and other activities aimed at dissemination of trial results.
2. Co-ordinate the development of the SNAP trial master protocol, and the various domain specific-protocols
 - a. Work with the Co-PIs and with the study Post Doc on protocol content
 - b. Co-ordinate input from all study investigators, including the statisticians and incorporate their input in the written protocol
3. Arrange and co-ordinate meetings (teleconferences and/or face to face meetings) of the CAMERA2 and/or SNAP investigators as needed and as directed by the co-PIs
4. Develop the Clinical Report Forms (CRFs) and eCRFs for the SNAP trial
5. Work with Spiral Software to develop the online eCRF and randomisation platform for the SNAP trial
6. Work with Berry Consultants in integration of trial simulations and statistical analysis plan into the trial master protocol as well as the online eCRF / database
7. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Undergraduate qualification in a science or health related field (e.g. BN, BMedSci, MBBS).
2. Previous experience in managing clinical trials with proven working knowledge of GCP and applicable regulatory guidelines.
3. Demonstrated highly developed communication and interpersonal skills and a proactive attitude to establishing and maintaining relationships with relevant stakeholders.
4. Exceptional organisational skills with demonstrated ability to meet deadlines.
5. Excellent written and spoken English language skills.
6. Demonstrated ability to take initiative, be self-motivated with ability to work independently or as part of a small team.
7. Proficiency with Microsoft Office suite.
8. The ability to interact effectively with people from diverse cultures.
9. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. Postgraduate qualification relevant to clinical research or epidemiology (e.g. MPH, PhD, MAE).
2. Previous experience writing clinical study protocols and/or developing CRFs or databases, particularly for adaptive platform trials.
3. Experience in project management.

Approved by: Menzies Human Resources

Date: 13/09/2018

<u>GSL 7/8</u>		
PACKAGE COMPONENT	Minimum Value GSL 7/1 (\$)	Maximum Value GSL 8/5 (\$)
Gross Salary (position advertised accross General Staff Levels 7 and 8)	82,533	103,162
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	11,555	14,443
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	10,638
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,656	1,656
Total Salary Package	105,509	129,899