

POSITION DESCRIPTION

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| POSITION TITLE: | Clinical Trial Monitor / Research Coordinator |
| DIVISION / SECTION: | Global and Tropical Health |
| SUPERVISOR: | Senior Research Fellow |
| CLASSIFICATION LEVEL: | GSL 7 |
| SALARY RANGE: | \$84,184 - \$91,359 |
| STATUS (FTE): | 0.6 FTE - 1.0FTE (part-time or full time) |
| 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:

This position will be working on a range of clinical trials within the Malaria group in the Global and Tropical Health Division at Menzies. The trials are investigating better treatment options for vivax malaria at study sites including Bangladesh, Indonesia, Vietnam, Nepal and Ethiopia.

The successful applicant will be responsible for the day to day supervision and management of the studies in close contact with the overseas partners. The position will be based in Darwin, but requires regular travel to the study sites. Study visits will vary from 1 to 3 weeks' duration.

The successful applicant will be responsible for the development of study related documents such as standard operating procedures (SOPs), monitoring plans and training materials. The applicant will be responsible for the training and support of the staff at recruitment sites and will conduct regular monitoring visits.

PRIMARY RESPONSIBILITIES:

1. Day-to-day management of the research project and regular communication with overseas recruitment sites.
2. Preparation of Study Specific Procedures, Case Record Forms, Training materials, Monitoring Plans and ethics submissions.
3. Maintain and keep updated essential documents/investigator files.
4. Training and support of study staff with various levels of experience to ensure the research is conducted in accordance with Good Clinical Practice (GCP) guidelines.
5. Travel overseas to supervise study progress, conduct formal monitoring visits and deliver training.
6. Maintain and develop existing working relationships with overseas collaborators
7. Communicate effectively with various stakeholders, study participants, Investigators and other members of the study team
8. Attend and participate in team meetings and presentations as requested.
9. Participating in reporting research progress including writing reports, giving seminars, etc., as appropriate.
10. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential

1. A Tertiary nursing qualification with extensive experience or an equivalent combination of qualifications and experience.
2. Experience in clinical trial monitoring.
3. Proven working knowledge of GCP and applicable regulatory guidelines.
4. Exceptional organizational skills with demonstrated ability to set priorities and meet deadlines whilst keeping attention to detail.
5. Strong writing skills, including production of reports.
6. Demonstrated ability to work independently, take initiative and be comfortable interacting with a diverse team with various skills.
7. Demonstrated ability to work in multicultural settings, including outstanding communication skills, both orally and in writing, and ability to engage and build relationships with stakeholders.
8. Willingness and ability to travel overseas.
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. Overseas working experience.
2. Qualification and/or experience in delivery of training.
3. Experience working with and knowledge of malaria and/or other infectious diseases.

Approved by: Menzies Human Resources

Date: 24 April 2019

GSL 7

| PACKAGE COMPONENT | Minimum Value GSL 7/1 (\$) | Maximum Value GSL 7/4 (\$) |
|--|---|---|
| Gross Salary (position advertised as General Staff Level 7) | 84,184 | 91,359 |
| Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary) | 11,786 | 12,790 |
| Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.) | 9,765 | 9,765 |
| Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)) | 1,664 | 1,664 |
| Total Salary Package | 107,399 | 115,578 |