

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Clinical Trial Manager/ Dietitian Level: 6/7
Faculty/Division: IHMRI/Smart Foods Centre Department/Location: 41.309

Primary purpose of the position:

The primary purpose of this position is provide dietary assessments and counselling and oversee the clinical trial component of the HealthTrack study, including trial implementation, data entry and participant communications.

Position Environment:

IHMRI draws on the capacities of a number of research units with the University, including the Smart Foods Centre which delivering capacity in dietary trials. HealthTrack is an IHMRI funded research project, a component of which is an interdisciplinary lifestyle intervention trial. This position will be responsible for the conduct of that trial within the interdisciplinary team, including the development of participant communications, delivery of participant lifestyle counselling, collection of appropriate data, undertaking and supervising relevant data entry and providing assistance with data preparation.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Implement HealthTrack trial procedures, in particular dietary counselling	trial completed on time and on budget	50	
2.	Enter, manage and analyse data using relevant materials	Study reports and publications	20	
3.	Oversee implementation aspects of the trial and provide assistance where necessary	Quality delivery of trial	10	
4.	Provide assistance where necessary with publications and reports	Study reports and publications	10	
5.	Report progress at clinical trials team meetings	Effective team outputs	5	
6.	Facilitate student involvement in projects as required	Research capacity building	5	
8.	Communicate and consult with the research team on matters relating to the clinical trial	Effective and functional research team.	Ongoing	
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Principal Investigator, HealthTrack
The position supervises the following positions:	Research assistants and dietetic staff as required
Other Key Contacts:	HealthTrack project team, IHMRI Clinical Trials Unit

Key Relationships:

Contact/Organisation:

Director, Smart Foods Centre
HealthTrack team staff

Purpose & Frequency of contact

Weekly updates on progress
As required for project implementation

Key Challenges:

1. Managing multiple tasks within scheduled time frame
2. Providing highest quality professional service to trial participants
3. Preparing research materials and ensuring quality research data management
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated ability to collect and analyse data and demonstrated success in collecting, managing and reporting research data at a project level
- Demonstrated organisational and time management skills
- Demonstrated knowledge of clinical trials in dietetics and lifestyle change, including ethical requirements in clinical studies
- Competent in the use of Microsoft Office and Foodworks computer software
- Excellent interpersonal, communication and people management skills

Desirable

- Clinical experience in counselling patients on lifestyle change

SELECTION CRITERIA - Education & Experience:

Essential:

- Demonstrated experience in working as a team member in clinical research
- An Accredited Practising Dietitian (or provisional APD) and current member of the Dietitians Association of Australia
- Experience in managing both day to day operations and as well as planning and reporting on projects

Desirable:

- Business management or administrative experience

Personal Attributes:

- Organised, systematic with commitment to tasks, outcomes oriented
- Able to take initiative
- Professional in dealing with clients and team

Special Job Requirements:

Commitment to work flexibly and contribute to problem solving to achieve project outcomes

Organisational Chart:

Please attach an up to date organisational chart to this position description.

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____