THE UNIVERSITY of ADELAIDE

SENIOR CLINICAL RESEARCH COORDINATOR
POSITION DESCRIPTION

Position Title:	Senior Clinical Research Coordinator	**Position Number:**	**Faculty/Division:** Health Sciences
Classification:	HEO7	**No. Direct Reports** **& Highest Classified Position:** 0	**School/Branch:** Paediatrics and Reproductive Health
FTE: 1.0	**Reports to:** Head, School of Paediatrics	**Fixed** ☒ **Continuing** ☐	**Discipline/Unit:** Paediatrics

Position Summary:	The University of Adelaide is a leading research intensive and teaching University comprising of five faculties including the Faculty of Health Sciences, which is home to the School of Paediatrics and Reproductive Health. The School of Paediatrics and Reproductive Health is one of seven Schools in the Faculty of Health Sciences. The School is internationally recognised for our research in Reproduction, Maternal and Child Health. The School is based across four locations, namely the University of Adelaide Medical School, Royal Adelaide Hospital, Women's and Children's Hospital (WCH), and Lyell McEwin Hospital. The Senior Clinical Research Coordinator (SCRC) is responsible for the management, coordination and monitoring of a national multi-site pre-birth cohort study known as ENDIA (Environmental Determinants of Islet Autoimmunity). The ENDIA study aims to follow 1400 pregnant mothers and their offspring into the first three years of life to investigate the role of the modern environment in the initiation and development of type 1 diabetes. This position will be carried out within Discipline of Paediatrics located at the Women's and Children's Hospital. Tasks include the monitoring of participant recruitment, follow-up and data collection across the participating sites in accordance with the study SOPs and Good Clinical Practice (GCP); preparing study related documentation; organising and/or assisting in the organisation of ethics committee and research governance submissions nationwide; and coordinating the movement of laboratory samples and data as they become available.	
Position Characteristics:	**Scope**	The Discipline of Paediatrics has a wide range of clinical expertise and a strong commitment to clinical services in the Division of Paediatric Medicine, Women's & Children's Health Network. Clinical staff provide services in Diabetes, Endocrinology, Gastroenterology, Pulmonary Medicine, Immunology, Rheumatology, Allergy and Child & Adolescent Psychiatry. Working under limited direction from the Coordinating Principal Investigator in the Discipline of Paediatrics, and Department of Endocrinology and Diabetes, Women's and Children's Hospital (WCH), the appointee will be responsible for managing, coordinating and monitoring a nationwide pre-birth cohort study investigating the environmental causes of type 1 diabetes. The position is based at the WCH.
	Significant internal/external relationships	• Principal Investigators and Study Coordinators at the WCH (Study Coordinating Centre) and at other Australian sites (WA, VIC, NSW, QLD) • Project Manager of the Centre of Research Excellence for the Protection of Pancreatic Beta Cells • Human Research Ethics Committees and Research Governance Officers at local site and other sites nationwide

			• Advocacy groups and funding bodies associated with people with type 1 diabetes. • Staff and Students in the School of Paediatrics and Reproductive Health.
	Special conditions		• Reasonable workplace adjustments will be made for people with a disability. • Interstate travel to visit study sites in WA, VIC, NSW and QLD will be required with each site to be visited at least once annually. In addition, attendance at interstate workshops/conferences may also be required. • Some work outside of standard hours for teleconferences, scientific meetings and other events may be required. • Police check clearance from DCSI (prior to employment or prior to being offered the position)
	Delegations		Nil.
Key Responsibilities and Outcomes	1	Manage the multi-centred research	• Manage a multi-centre research study in South Australia and in other states. • Supervise and support study staff at participating sites. • Train and educate study staff in accordance with study Standard Operating Procedures (SOPs) and GCP guidelines. • Coordinate and manage meetings/teleconferences/training workshops. • Coordinate the initiation of new study sites nationwide – ensuring that approvals and documentation, resources and appropriately trained people are available to conduct study at the site. • Support the continuance of HREC and Research Governance approvals at all study sites, ensuring all regulatory documents are in order. • Liaise with clinical and scientific staff to ensure data and sample collection are compliant with intended or potential downstream analyses.
	2	Study Monitoring	• Undertake national monitoring visits at all study sites annually. • Ensure the study is being carried out according to current protocol; including collection, storage and transport of samples and collection of questionnaire information. • Check all data reported is correct and data source is verified. • Prepare monitoring visit reports for distribution of the relevant site Study Coordinators, Principal Investigator(s) and Coordinating Principal Investigator.

	3	Study documentation	• Prepare high quality research documents including grant applications, HREC/Research Governance applications, peer-reviewed publications and other reports as directed. • Prepare high quality study documentation such as Case Report Forms, SOPs, study manuals, protocol changes, etc.
	4	Data collection and entry	• Contribute to the development and management of the ENDIA study clinical registry and data captured within. • Collect data from clinical notes, clinical databases and study subjects for verification purposes.
	5	Recruitment of eligible participants to studies	• Contribute to the development and implementation of strategies for improving participant recruitment and retention nationwide. • Contribute to the marketing and communications strategy. • Identify and coordinate opportunities to promote the study and research activities to external stakeholders including type 1 diabetes advocacy groups, funding bodies and the general public.
	6	Funding administration	• Liaise with funding bodies, University of Adelaide Research Branch, University of Adelaide Finance and other relevant stakeholders regarding research grant administration.
Criteria	**Capabilities and Behaviours**	Communication	• Composes communications which convey specialised concepts in order to influence outcomes or decisions. • Tailors communication style and delivery method to the level of the audience. • Knows the audience, and identifies and uses this knowledge to build strategies to influence outcomes.
		Achievement drive	• Actively seeks out feedback from others on own performance. • Able to quickly prioritise conflicting demands and evaluate opposing arguments. • Sets targets to achieve results.
		Relationship building	• Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices. • Develops a broad network of useful contacts both inside and outside the University. • Actively fosters productive two-way flow of ideas.

		Managing People	• Ensures a balanced focus on people and results. • Communicates accountabilities and responsibilities and holds staff accountable for delivery of outcomes. • Provides performance feedback, both positive and developmental as soon as possible after the event.
		Flexibility and adaptability	• Demonstrates flexibility in thinking. • Adapts to and manages the increasing rate of change and copes with ambiguity. • Shows responsiveness to emerging issues.
	Knowledge and Experience	*Essential* • Demonstrated experience in clinical trial or research project coordination / management including adherence to sound practices such as project planning, executing plans, monitoring and reporting, achieving milestones and managing relationships. • Sound written and verbal communication skills including high quality report writing, presentations, publications and grant applications. • Excellent organisational and time management skills including the ability to prioritise work and work independently as appropriate. • High level word processing/computer skills with a sound knowledge of a range of Microsoft Office applications including Word, Excel, PowerPoint and Outlook; web browsers and mobile operating systems. • Excellent interpersonal skills to work collegially as part of a team and with a wide range of stakeholder groups. *Desirable* • Training in GCP. • Experience in scientific research.	
	Qualifications	• Relevant Bachelor degree or higher and subsequent relevant experience; or • An equivalent combination of relevant experience and/or education and training.	

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Occupational Health, Safety and Welfare Requirements	• All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.	
University Expectations	All staff are expected to: • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures.	
Approvals: **Head of School / Branch Manager**	**Head of School / Branch Manager** **Name:** **Signature:** **Date:**	**Director Human Resources** **Name:** **Signature:** **Date:**
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name:*(please print)* Signature: Date:	