POSITION DESCRIPTION

Clinical Trial Coordinator

POSITION NUMBER	New
RESEARCH UNIT	Retinal Gene Therapy
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full time Maximum term contract (dependent on external funding) for 12 months
REPORTS TO	Principal Investigator - Dr Thomas Edwards
BASE SALARY	Salary commensurate with experience; Level 5 ($71,816 - $77,729)
SUPERANNUATION	Employer contribution of 9.5%
OTHER BENEFITS	Salary packaging available (making part of your salary tax-free and increasing take-home pay) For more information visit www.smartsalary.com.au
HOW TO APPLY	Visit www.cera.org.au and apply via our *Study and Careers* page
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: (03) 9929 8201 e: cera-hr@unimelb.edu.au *Please DO NOT send your application to this email address*

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.

For further information about us visit www.cera.org.au

Position Summary

This position is located within the Retinal Gene Therapy Unit at the Centre for Eye Research Australia (CERA). Our team's main research focus is gene therapy for retinal disorders, such as macular degeneration and inherited retinal diseases. The Unit is led by Dr Thomas Edwards, a vitreo-retinal surgeon with international expertise in gene therapy trials (Oxford, UK).

Working as part of team which includes surgeons, clinical trial coordinators, basic science researchers, clinicians and students, the incumbent will be primarily involved in industry-sponsored gene therapy trials. This will involve trial participant assessments (visual function, ocular imaging etc), trial coordination (i.e. visit scheduling, resource management, site folders, updating logs, liaison with monitors), data entry, and some basic analysis.

In addition, the team member will work closely with collaborators at the University of Melbourne (led by Associate Professor Lauren Ayton), who are working on a natural history study of inherited retinal disease. Our Units work closely together, and the incumbent will spend time both at CERA (East Melbourne) and at the University (Parkville).

Key Responsibilities

1. Assisting Trial Coordinators, Researchers and Principal Investigators to conduct clinical trials. Note that there will be a Research Manager overseeing this study and assisting with sponsor communication, but that the incumbent will still be required to be involved in sponsor discussions.
2. Performing trial participant assessments as required by study protocols including subjective refractions, best corrected visual acuity, intraocular pressure, optical coherence tomography (OCT) and other imaging scans, perimetry and measurement of vital signs.
3. Collection and preparation of human samples including blood, urine and skin (training to be provided).
4. Assisting with the identification and recruitment of participants into trials and scheduling of patient appointments.
5. Accurate data collection and entry of study data onto hard copy and electronic Case Report Forms.
6. Contribution to scientific publications and research
7. Other tasks, as directed by the Research Manager and Head of Unit.

Selection Criteria

ESSENTIAL

1. A tertiary qualification in Orthoptics, Optometry or relevant health science degree (and registration with an appropriate board, if required).
2. Excellent clinical ability in Orthoptics/Optometry and ophthalmic assisting, with the ability to learn new techniques and procedures.
3. Excellent attention to detail and ability to adhere to documentation guidelines.
4. Strong interpersonal skills, including both written and verbal communication skills
5. Ability to use online databases, enter data into iPads and other electronic/computer interfaces

DESIRABLE

1. Clinical research experience and familiarity with research guidelines and regulations.
2. Clinical knowledge and experience with assessing individuals with retinal disease.
3. Experience working with industry sponsors, such as pharmaceutical companies, on research and development.

Job complexity, skills and knowledge

Level of supervision/independence

This role requires the incumbent to work autonomously and take ownership of several industry-sponsored clinical trials. The role will be supervised by a Senior Research Manager, who will be responsible for sponsor communication and trial documentation (i.e. ethics, research governance etc.), but it is expected that the incumbent will be able to independently manage patient appointments and study assessments.

Problem solving and judgement

The incumbent must be able to prioritise work in a busy environment and have the ability to reprioritise assignments, often at short notice. In addition, he/she must be able to coordinate and work with a range of people to ensure tasks are completed on time and to a high standard of excellence.

Professional and organisational knowledge

The incumbent needs to become familiar with internal operational policies and standard operating procedures of CERA and the University of Melbourne. The appointed person will be required to obtain a comprehensive understanding of Good Clinical Practice, clinical trial guidelines and specific project protocols. The incumbent must also be able to foster relationships with key individuals and organisational stakeholders, both internally and externally.

Special requirements and other information

1. Occasional availability outside normal working hours for events and networking functions will be required.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
3. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.
4. You will be required to consent to a police check and/or a working with children check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.
5. This position will have no direct reports.

About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at the Eye and Ear on the Park hospital in East Melbourne. We have around 130 staff and students working across our two sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.
- **Unity** – We support and respect each other, celebrate our diversity and we pitch in when it is needed. In our work, keeping each other safe is always top of mind.
- **Agility** – We research with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.
- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people's lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.