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POSITION DESCRIPTION

Senior Clinical Project Coordinator

Position Level	8
Faculty/Division	Medicine & Health
Position Number	00125847
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Position Summary

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The Senior Clinical Project Coordinator is responsible for day-to-day project leadership including day to day management of other Clinical Project Coordinators, monitoring workloads, identifying priority areas, allocating personnel resources to new and existing projects as required and hiring new personnel where deemed necessary. The position holder will apply their superior knowledge of research methodology to develop and manage timelines, milestones and deliverables across the entire life cycle of research projects.

The role of the Senior Clinical Project Coordinator reports to the Professor and Program Head and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and maintain project management plans ensuring that all aspects of study conduct such as ethics/regulatory requirements, logistics (drug distribution, and sample collection, storage and shipping) and monitoring are in accordance with study protocols, national and international guidelines.
- Play a lead role in the development of study documentation such as study protocols, Manuals of Operations, Case Record Forms and contracts.
- Ensure research projects are conducted in a manner that reflects the responsibilities of Kirby Institute/UNSW as defined by agreements with study funding agencies and UNSW governance processes.

- Evaluate prospective trial sites, and support capacity development in clinical trial conduct at low- and middle-income countries by assisting clinicians, nurses, laboratory staff and other allied health personnel in the development of procedures for data collection, specimen collection and retention of study participants.
- Provide guidance to individuals and teams preparing other study documentation and instrumentation, including clinical trial database developers.
- Develop project budgets and forecasts and monitor expenditure on a regular and systematic basis, liaising with the Institute Finance Manager as required.
- Provide expert advice to clinical project teams on potential or realised areas of risk/weakness and advise on feasible and applicable solutions including resource allocation and quality assurance processes.
- Ensure project reports to funding bodies/sponsor are completed as required.
- Provide leadership in the activities of the Therapeutic and Vaccine Research Program and provide day-to-day supervision to project staff.
- Ensure that studies conducted by the Therapeutic and Vaccine Research Program maintain high scientific and ethical standards in accordance with International Conference on Harmonisation – Good Clinical Practice (ICH-GCP) requirements.
- Develop and maintain good and effective communication with medical and research staff, particularly with the Kirby Institute's collaborative partners and clinical sites.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Graduate qualifications in a public health or biomedical discipline or other medical qualifications including nursing.
- A strong knowledge of Good Clinical Research Practice Guidelines with substantial (at least 5 years) relevant experience in the conduct of clinical research. International experience is highly regarded.
- Demonstrated experience in the set-up, coordination and monitoring of clinical trials including development of study documentation.
- Experience planning and implementing study logistics including central laboratory specimen collection, shipment and storage, drug distribution and drug accountability processes.
- Experience in budget development and/or management including reporting to funding agencies and resource allocation.
- Demonstrated experience providing guidance and support to research project teams.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Ability to travel locally, interstate or overseas when required.
- Excellent computer skills with Microsoft Office with a proven aptitude for learning new software packages, accessing research publications and searching relevant databases.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.