

Cancer Trials Australia

Position Description



Position Details

Position Title:	A-CTEC Learning Management System (LMS) and Administration Officer
Reports To:	A-CTEC National Program Lead
Location:	The position will be primarily remote, with an expectation of up to two on-site days per week. Additional on-site attendance may be required to meet operational needs, including initial training and induction, event launches and conferences, and attendance at meetings across metropolitan Melbourne.
Key Relationships:	• A-CTEC National Program Lead • A-CTEC Strategic Lead • A-CTEC Committees (Steering, Education, Stakeholders) and Working Groups • Academic partners, health services, industry, government agencies, professional associations

About Cancer Trials Australia

Cancer Trials Australia (CTA) is a not-for-profit member-based organisation consisting of 33 clinical sites and 3 medical research institutes across Australia and New Zealand. We support the administration and management of clinical trials across both metropolitan and regional hospitals. We work in close partnership with clinical research sites, Sponsors and Contract Research Organisations to ensure patients can gain access to appropriate clinical trials as quickly as possible. CTA is committed to developing internal talent, and places great emphasis on nurturing a culture of compassion and purpose in the workplace.

About A-CTEC

A-CTEC enables all professionals involved in clinical trials across Australia access to high-quality, world-class training at low cost. Building on existing capability and resources, A-CTEC is a not for profit, national, member-based education centre, with a dedicated Learning Management System (LMS) hosting a suite of evidence-based, interactive clinical trials education opportunities suitable for a range of learning needs.

Position Purpose

The A-CTEC LMS and Administration Officer is accountable for providing administrative support to the Australian Clinical Trials Education Centre (A-CTEC), including the Learning Management System (LMS), National Program Lead, and Strategic Lead.

Key Responsibilities

1. General administrative support:

- Manage and prioritise daily communications and queries and liaise appropriately with the A-CTEC National Program Lead.
- Coordinate and provide secretariat support to the A-CTEC steering committee and education advisory committee and other established working groups, including arranging meetings minutes, reports and correspondence, as required.

- Coordinate and organise A-CTEC events, such as conferences, seminars and workshops, both virtually and face to face, as applicable. This may include coordination of identified presenters, schedules, venue bookings, catering, transportation, audiovisual, etc. in collaboration with the A-CTEC National Program Lead.
- Monitor A-CTEC user engagement and activity and generate reports for internal and external reporting purposes.
- Provide general administrative assistance and perform other duties as assigned in a timely and professional manner and to a high standard.
- In consultation with A-CTEC National Program Lead, identify opportunities for improvement of operational processes and actively participate in agreed improvement initiatives within area of responsibility

2. Learning Management System Support

- General LMS maintenance and support.
- Assist with A-CTEC registrations and daily queries.
- Maintain A-CTEC interface, including communications and updates as required.
- In collaboration with A-CTEC National Program Lead, provide ongoing project development support (including design and formatting of online materials/resources, project documentation and reports)

Experience, Skills and Knowledge

Experience:

- Completion of a diploma or higher qualification or an equivalent combination of relevant experience and education/training in Learning Management Systems (LMS) administration, design or support.
- Experience with Moodle LMS administration and interactive online learning platforms.
- Previous experience in events organisation.

Skills & Knowledge:

- Excellent computer skills including a good knowledge of the Microsoft Office suite as well as the capacity to use online communications systems.
- Demonstrated organisational, planning and priority management skills working across a range of tasks with strict deadlines in a fast-paced environment.
- Strong administrative and written communication skills with experience in the preparation of reports, committee papers, agendas, minutes, and related correspondence ensuring a high-level of attention to detail and accuracy.
- The capacity to work both independently and as part of a team in a service-oriented environment, liaising effectively with a range of stakeholders at all levels.

Our Values

All CTA staff are expected to actively support and demonstrate our organisation values in all work activities and interactions.



Shared Purpose



Integrity



Collaboration



Adaptability



Compassion

Acknowledgment

Employee Name:

Date:

Employee Signature:

Manager Name:

Date:

Manager Signature: