# Position Details

## Research Projects- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Clinical Research Coordinator |
| Job Reference | 68182 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$83,687 to AU$94,679 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Adelaide, SA |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Nutrition & Health Research Clinic Leader |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Bianca Benassi-Evans via email at bianca.benassi@csiro.au or phone +61 8 83038982 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

Research Projects staff in CSIRO collaborates in scientific and technological activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental, observational or technology development work, and in carrying out the more practical aspects of the work.

The Nutrition & Health Research Clinic has over 30 years experience working with Australian and Global food industries to substantiate foods, food components and nutritional supplements. The Research Clinic conducts large-scale human clinical trials that lead to health impacts for the Australian community. The multi-disciplinary team has expertise in a broad range of health areas including cognitive function and brain-health, obesity and metabolic disease and gut health. The Clinical Research Coordinator will provide support to the CSIRO Nutrition & Health Research Clinic, to co-ordinate and conduct clinical trials and other human research activities. This includes the day to day management of clinical trial participants, including participant booking, administrative, computing, coordination of associated clinical trial documentation, as well as project management activities of the clinical trial, such as HREC communication and coordinating of other clinical team members, along with other operational activities as required.

The role requires the ability to work with a multi-disciplinary team, including Research Scientists, Research Dietitians, Research Nurses, Data Managers, Project Managers and Laboratory Staff. In some instances, this may include interstate and international Study Sites and personnel. Strong interpersonal skills and effective communication skills are paramount, with the ability to work well as a member of a fast-paced Research Clinic environment.

The Clinical Research Coordinator will be capable of simultaneously conducting the clinical coordination of several large single- or multi-site nutrition & health related clinical trials undertaken by the CSIRO, in collaboration with academic and commercial partners, at any one time.

### Duties and Key Result Areas:

* Coordinate and conduct a broad clinical trial portfolio including single- and multi-site clinical trials and prioritise multiple tasks to meet deadlines.
* Conduct clinical research requirements in accordance to the specificities of the individual clinical research study protocol and to ICH-GCP requirements.
* Engage in clinical trial planning, including the development of participant source documents, participant recruitment and retention plans and maintain all related clinical trial documentation.
* Ensure that trial related procedures are booked appropriately and compliance to the study protocol is maintained, while ensuring that trial participant safety and care is paramount at all times.
* Complete electronic clinical trial data entry following the ALCOAC principles for the collection of source data.
* Actively manage sponsor visits and requests.
* Support the Principal Investigator and manage project related activities such as HREC application and communication, staffing, reporting of trial progress, liaising with commercial partners, collaborators, sub-contractors, interstate and international site staff as required.
* Support the Principal Investigator to undertake all trial-related medical decisions including serious adverse event reporting and adverse event evaluation in a timely fashion and within legislated/required timelines.
* Work collaboratively as a member of a diverse, multi-disciplinary, often regionally dispersed team, in a fast-paced environment in order to achieve successes related to the conduct of the entire clinical trial portfolio and support of CSIRO’s scientific objectives.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed to facilitate the smooth function of the clinical research and clinical research unit.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Demonstrated high level of understanding and evidence of recent relevant experience, in the conduct and coordination of clinical trials to ICH-GCP requirements in the role of clinical trial coordinator.
2. Demonstrated ability to effectively plan and manage competing priorities simultaneously, and a willingness to carry out non-routine tasks independently
3. Communicate effectively and respectfully, both written and verbal, with all staff, participants, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation
4. Strong team player with demonstrated ability to work efficiently and effectively as a part of a fast pace clinical research unit
5. Excellent administrative skills, and good computer literacy including demonstrated experience in clinical trial electronic database and software system use
6. Demonstrated ability & willingness to contribute and build upon novel ideas and approaches in support of clinical research investigations to improve efficiency and performance of the clinical research unit.

## **Desirable:**

1. Previous experience in clinical trials, including clinical trial management or research project management, related to human health and/or nutrition
2. Professional certification in clinical research coordination
3. Good understanding of medical terminology
4. Training and experience in venepuncture

Special Requirements

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.

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