

POSITION TITLE	Research Coordinator
JOB PROFILE ID	RST_HEO6_SJP_02
JOB CATEGORY	Professional
JOB FAMILY	Research Support
COMPENSATION GRADE	HEO6
MANAGEMENT LEVEL	19 Individual Contributor

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION

The Clinical Trial Coordinator supports the clinical trial process, from planning to execution, ensuring a seamless transition through all stages. They handle data capture, verification, and overall adherence to standards while fostering relationships with research staff and stakeholders. They ensure Good Clinical Practice and that every aspect of the trial meets the highest ethical and scientific standards.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Clinical Trial Coordinator works under broad supervision, performing tasks as directed and in accordance with defined responsibilities. They choose appropriate methods of work and plan and prioritise tasks. They also resolve routine matters related to responsibilities and collaborate with others to resolve complex matters.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0118097 NHMRC Emerging Leadership Fellow - Dr Kirstine Bell
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. Support the end-to-end clinical trial process, assisting with the planning, initiation, and execution of trials, and ensuring smooth operations from start-up to close-out.
2. Support data capture and verification for clinical trials, maintaining accurate records and ensuring compliance with regulations.
3. Follow ethics guidelines and workplace health and safety regulations, preparing materials for committee submissions.
4. Build productive relationships with research staff, trial sponsors, and external vendors, facilitating effective communication and collaboration.
5. Uphold the principles of Good Clinical Practice (GCP) in all clinical trials, ensuring that ethical and scientific quality standards are met in design, conduct, recording, and reporting.
6. Take the lead in handling stakeholder communications, ensuring that concerns are addressed effectively and timely while fostering a culture of trust and collaboration within the work area and beyond.
7. Facilitate timely report submission, uphold data integrity according to university systems, and partner with managers to advance compliance initiatives.
8. Coordinate purchasing processes and resolve any discrepancies in payment schedules.
9. Champion a proactive approach to health and safety, review and provide feedback on work area protocols, and collaborate cross-functionally to ensure consistent safety standards across tasks and projects.

EDUCATION

Education

Bachelor's Degree - In a relevant field

Other - An equivalent combination of relevant training and experience

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications

SKILLS

Skills

Ability to Communicate Effectively

Analytical and Problem Solving.

Attention to Detail.

Computer Literacy.

Critical Thinking and Decision Making

Customer Service..

Data Analysis

Numeracy

Organisation and Time Management.

Planning and Organisation.

Research Software

Teamwork and Collaboration.

WORK EXPERIENCE

Work Experience

Clinical trial management.

Knowledge of ICH Guidelines and Good Clinical Practice.

Supporting clinical trials

Working in a research-intensive environment.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	INT
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	INT
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	INT



Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	FOU
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	INT
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	INT
Fosters strong partnerships	Develops, sustains and strengthens internal and external relationships for the betterment of the University.	INT
Negotiates effectively	Understands own and others needs to communicate professionally and openly, making appropriate trade-offs to reach optimal outcomes for the University	INT
Seeks insights to inform decisions	Gathers, consolidates and evaluates a range of information to uncover key insights and inform business decisions across the University.	FOU
Understands the nature of research	Understands the nature of research work, research timeframes, the legislative and funding environment and navigating this landscape to support staff to deliver on the research objectives of the University.	INT

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	INT
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	INT
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	INT
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	INT
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	INT
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	INT
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	INT
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	INT
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	INT
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	INT