Position Description

Position Title: Clinical Trial Assistant

Salary Range: MCRI Professional & Administrative Salaries Level 1 Steps 1 - 3

Reporting Manager: Senior Project Officer, Antimicrobials

Direct Reports: None

Home Group: Antimicrobial

Children are at the heart of everything we do.

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure, or a better treatment for every childhood condition — and we are determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal — to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne — the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you will also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families, and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration, and dignity. We are also committed to developing our People and fostering an environment where learning and development is central to our staff reaching their full potential.

Position Overview

This is a position for an enthusiastic and motivated individual to work with the Antimicrobials Group at MCRI. The Clinical Trial Assistant will require the incumbent to work closely with senior research staff and provide support for a variety of research-related activities. The role interacts with internal and external collaborators and entails a level of independent judgement, discretion and utilisation of initiative and professionalism to provide a high level of support across the research projects.

The Clinical Trial Assistant will be the contact point for a wide variety of enquiries across the research activities of the research group and plays a key supporting role in the group's projects. The Clinical Trial Assistant requires strong organisational, prioritisation and time management skills as well as strong communication skills and the ability to be

self-motivated with a professional attitude. Showing initiative to provide a high level of support to academic and professional staff and continually improve administrative processes relevant to the role is essential.

Key Accountabilities

- Administrative support to various research activities, including:
    - Ethics and governance submissions/reports
    - Research collaboration agreements
    - Grant applications
    - Manuscript submissions
    - Data entry for studies
    - Development and Maintenance of study database, record files, paperwork and computer files related to the projects
    - Assist in coordination of research studies and management of research program network
    - Sample logging, coordinating transport of samples
    - Organise and participate in project planning meetings
    - Obtaining quotes and arranging the purchase of relevant study materials
    - Arranging room bookings
- Effective communication and liaison with senior members of research team and external collaborator
- Assisting in other relevant activities to ensure the efficient operation of the research projects, including participant recruitment, research visits, study monitoring and data verification
- Ensuring activities are completed in a timely and efficient manner
- Actively contribute to a positive and professional work environment that fosters teamwork, high quality outputs, continuous improvement and job satisfaction
- Is engaged in the campus culture including professional development activities and attending internal/external campus conferences and seminars
- Is aware of, and adheres to, MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes

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Selection Criteria

Essential

- Completion of undergraduate bachelor's degree in science, Health or related discipline
- Well-developed verbal and written communication skills with the ability to relate effectively with a range of across all levels of the organisation
- Experience in provision of administrative support in the research sector, preferably in a multi-institutional enviro
- Demonstrated ability to work independently and achieve team objectives and results within set timeframes
- Highly motivated and reliable with strong time management skills
- Proven ability to prioritise work efficiently and meet deadlines while working across multiple projects
- High level of proficiency in the use of standard application software such as the Microsoft Office suite

Desirable

- Experience with REDCAP
- Previous experience in clinical trial

Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards
- The right to reside and work in Australia and you meeting any applicable visa conditions

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Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community
- Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role
- We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy
- Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely

As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.