POSITION DESCRIPTION

Clinical Trial Coordinator

POSITION NUMBER	
RESEARCH UNIT	Retinal Gene Therapy
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full-time Parental Leave Cover, 12 months contract with the likelihood of extension
REPORTS TO	Dr Thomas Edwards (Unit Lead)
BASE SALARY	Professional Level 5 $74,717 - $85,820 per annum (commensurate with experience)
SUPERANNUATION	Employer contribution of 10.5%
OTHER BENEFITS	Salary packaging available (making part of your salary tax-free and increasing take-home pay) For more information visit www.smartsalary.com.au
HOW TO APPLY	Visit www.cera.org.au and apply via our *Study and Careers* page
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: (03) 9929 8201 e: cera-hr@unimelb.edu.au *Please DO NOT send your application to this email address*

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.

For further information about us visit www.cera.org.au

Position Summary

This rewarding role offers the opportunity to work alongside surgeons, clinical trial coordinators, basic science researchers, clinicians, and students. The incumbent will be primarily involved in industry-sponsored gene therapy trials however, there is scope to also be a part of research projects working in other areas of vision restoration. The role involves coordinating all aspects of the research participant journey from scheduling and conducting study visits (inclusive of obtaining visual function measures, retinal imaging, and patient-reported outcomes) to coordinating other aspects of trial conduct such as data entry, resource management, maintaining site folders, updating logs, and liaising with sponsor delegates monitors.

Our Unit fosters shared knowledge and supportive teamwork. We learn from each other and seek opportunities to expand our knowledge base. As such, this role offers the opportunity to upskill in new areas which may include processing biospecimens for shipment.

Key Responsibilities

1. Working alongside Trial Coordinators, Researchers and Principal Investigators to conduct clinical trials which includes, but is not limited to, administrative tasks associated with participant visits, data management and reporting of outcomes to various stakeholders (i.e., relevant research ethics office).
2. Perform trial participant assessments as required by study protocols including subjective refractions, best corrected visual acuity, intraocular pressure, optical coherence tomography (OCT) and other imaging scans, perimetry and measurement of vital signs (note some of these assessments can be taught).
3. Contribute to fostering high quality research output and be a strong team player.
4. Assist with the identification and recruitment of participants into trials and scheduling of participant appointments. As such, communicate the purpose and requirements of research to a broad range of audiences.
5. Accurate data collection and entry of study data onto hard copy and electronic Case Report Forms.
6. Contribution to scientific publications and research.
7. Other tasks, as directed by the Clinical Operations Manager and Heads of Unit.

Selection Criteria

ESSENTIAL

1. A tertiary qualification in Orthoptics, Optometry, or relevant health science degree (and registration with an appropriate board, if required).
2. Excellent clinical ability in Orthoptics/Optometry and/or ophthalmic assisting, with the ability to learn new techniques and procedures.
3. Excellent attention to detail and ability to adhere to documentation guidelines.
4. Strong interpersonal skills, including both written and verbal communication skills.
5. Ability to use online databases, enter data into iPads and other electronic/computer interfaces

DESIRABLE

1. Clinical research experience and familiarity with research guidelines and regulations.
2. Clinical knowledge and experience with assessing individuals with retinal disease.
3. Experience working with industry sponsors, such as pharmaceutical companies, on research and development.

Job complexity, skills and knowledge

Level of supervision/independence

This role requires the incumbent to work autonomously and take ownership of industry-sponsored clinical trials. The role will be supervised by a Senior Research Manager, who will be responsible for high level sponsor communication and trial documentation, but the incumbent will be responsible for most coordination tasks within the trial.

Problem solving and judgement

The incumbent must be able to prioritise work in a busy environment and have the ability to reprioritise assignments, often at short notice. In addition, he/she must be able to coordinate and work with a range of people to ensure tasks are completed on time and to a high standard of excellence.

Professional and organisational knowledge

The incumbent needs to become familiar with internal operational policies and standard operating procedures of CERA and the University of Melbourne. The appointed person will be required to obtain a comprehensive understanding of Good Clinical Practice, clinical trial guidelines and specific project protocols. The incumbent must also be able to foster relationships with key individuals and organisational stakeholders, both internally and externally.

Special requirements and other information

1. CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors, and the community. You are required to be fully vaccinated against COVID-19 (SARS-CoV-2), including with a booster dose, unless CERA grants you an exemption.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
3. You will be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.
4. You will be required to obtain a Working with Children Card if assisting with clinical trials involving children.
5. Occasional availability outside normal working hours for events, meetings and networking functions will be required.
6. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.
7. This position will have no direct reports.

About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at the Eye and Ear on the Park hospital in East Melbourne. We also have laboratory facilities within the St Vincent's Clinical Sciences Building. We have around 185 staff and students working across our two sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.
- **Unity** – We support and respect each other, celebrate our diversity and we pitch in when it is needed. In our work, keeping each other safe is always top of mind.
- **Agility** – We research with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.
- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people's lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.