

POSITION DESCRIPTION

Clinical Research Assistant / Coordinator

POSITION NUMBER	New
RESEARCH UNIT	Clinical Biomarkers
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full time, annual contract with scope for renewal (pending external funding)
REPORTS TO	Dr Zhichao Wu (Principal Investigator)
BASE SALARY	<p>Clinical Research Assistant – Professional Level 4 Starting at \$69,094 per annum (entry salary dependent on relevant skills and experience)</p> <p>Clinical Research Coordinator – Professional Level 5 Starting at \$74,717 per annum (entry salary dependent on relevant skills and experience)</p>
SUPERANNUATION	Employer contribution of 10.5%
OTHER BENEFITS	<p>Salary packaging available (making part of your salary tax-free and increasing take-home pay)</p> <p>For more information visit www.smartsalary.com.au</p>
HOW TO APPLY	Visit www.cera.org.au and apply via our <i>Study and Careers</i> page
CONTACT FOR ENQUIRIES ONLY	<p>CERA Human Resources</p> <p>t: (03) 9929 8201 e: cera-hr@unimelb.edu.au</p> <p><i>Please DO NOT send your application to this email address</i></p>

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 position is an exciting opportunity to join the group led by Dr Zhichao Wu in a research program to tackle glaucoma – one of the leading causes of irreversible vision loss in Australia and worldwide.

This research program aims to develop new imaging and functional assessment techniques that will transform our ability to detect and predict glaucoma damage and its progression, and to better understand this condition. These tools are being developed for application in clinical trials to expedite the discovery of new glaucoma therapies. They are also being developed for implementation in the clinical practice to take the “guesswork” out of glaucoma management. Toward these goals, the incumbent will work as part of a team to conduct non-interventional clinical research studies primarily using new imaging and functional assessment methods in people with glaucoma and healthy individuals.

This new research program will be conducted in collaboration with the teams led by Professor Keith Martin (Managing Director of CERA) and A/Prof Peter van Wijngaarden (Deputy Director of CERA).

Key Responsibilities

1. Working alongside the research team (including other Clinical Research Assistants or Coordinators) and Principal Investigator, assist with coordinating all aspects of a research participant journey, which will include (but is not limited to):
 - Working with community-based health practitioners to recruit participants to the research studies, including identifying and contacting potentially eligible individuals to offer an opportunity to participate.
 - Administrative tasks associated with the study visits (including scheduling appointments)
 - Explaining the study to potential participants and obtaining informed consent (training to be provided) and performing the clinical study assessments. The latter may include standard assessments such as subjective refraction and visual acuity measurements, intraocular pressure measurements, visual field testing, optical coherence tomography imaging and fundus photography, but also novel assessments including customised techniques of retinal imaging and functional testing (training to be provided).
 - Accurate collection of and entry of study data onto hard copy and/or electronic Case Report Forms, and curation of study datasets (such as through the export and quality evaluation of imaging and functional testing data).
 - Liaison with the referring practitioners to provide updates on the status of their patient's participation in the research studies.
2. Management of the progress of research studies, including monitoring of the recruitment status and developing solutions to ensure targeted progress is met.
3. Reporting of study progress and outcomes to the relevant stakeholders (e.g., research ethics office or funders).
4. Other duties as directed by the Principal Investigator.

Selection Criteria

ESSENTIAL

1. A tertiary qualification in Orthoptics, Optometry, or relevant health science degree (and registration with an appropriate board).
2. Excellent interpersonal skills (including both verbal and written communication skills) and rapport with patients and other healthcare professionals.
3. Strong proficiency in standard clinical ophthalmic assessments and ability to learn new techniques.
4. Evidence for capacity of working independently, problem solving, and administration (including management of competing priorities).
5. Experience with working within a team environment.
6. High level of attention-to-detail and ability to adhere to documented protocols.
7. Proficiency with electronic and computer interfaces (including basic software packages such as Microsoft Word and Excel) and ability to learn the use of new platforms (such as online databases).

DESIRABLE

1. Experience and knowledge in glaucoma management
2. Leadership and/or team management experience
3. Clinical research experience
4. Experience with data entry procedures and computer database programs

Job Complexity, Skills, and Knowledge

Level of supervision/independence

Reporting to a Principal Investigator, this role requires the initiative and ability to work autonomously, with some supervision as necessary.

Problem solving and judgement

The incumbent must be able to prioritise work in a busy environment. In addition, they 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 research 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. Occasional availability outside normal working hours for events, meetings and networking functions will be required.
5. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.
6. 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 our clinical research facilities at the Eye and Ear on the Park hospital in East Melbourne. 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.