SOMAD, Research Project Manager
POSITION DESCRIPTION

Research Group:	Arthritis Research Unit / Immunology Department
Status:	Part-time, or 0.6 FTE, for 12 months
Days:	To be negotiated
Hours:	22.8 hours per week
Salary:	$60,000 per annum pro rata plus 9.5% super. Salary packaging is available
Reports to:	In the first instance to Dr Alisa Kane (Immunology) and Dr Sean O'Neill (Rheumatology) and for non-operational matters to the Institute's Human Resources Manager

Background

The **Ingham Institute for Applied Medical Research** (the Institute) is a not-for-profit organisation located in Sydney's South West that conducts world-class medical research that is rooted in and driven by the needs of the local community and wider Australia.

The Institute is the pre-eminent research institute for South Western Sydney. It is home to 360 staff, over 40 research groups, and five (5) research streams that are committed to its vision of Inspiring Health and Transforming Care.

The Institute is integral to a unique collaboration with the South Western Sydney Local Health District, Western Sydney University and the UNSW Sydney. Through these collaborations the Ingham Institute is working to radically transform health outcomes both locally and globally.

The SOMAD project is a research collaboration including investigators at Liverpool hospital, the Garvan Institute, other hospitals and research institutes, with the goal of using the latest scientific technologies to understand the cause of human autoimmune diseases.

Purpose of Position

This position is to provide the coordinating role for this project at Liverpool Hospital, recruit participants into the study at Liverpool Hospital and assist in associated investigator led studies and clinical trials in collaboration with the Triple I group.

Challenges

- The SOMAD Project Officer will be required to work unsupervised from time to time.
- Time management and co-ordination of multiple clinicians to facilitate recruitment.

Decision Making
▪ To exercise initiative to achieve the key goals of the research project and contribute to team performance by identifying inefficiencies and roadblocks so that improvements can be implemented.
Selection Criteria
▪ Demonstrated previous research training and experience ▪ Demonstrated previous study management and coordination (preferable) ▪ Experience or familiarity with the preparation of human research ethics and governance documentation ▪ Commitment to clinical excellence and compassionate care of patients in the studies. ▪ High level of written and oral communication skills. ▪ Experience in advanced computer programs including databases and Microsoft Office Programs (Excel, Word). ▪ Demonstrated experience in organising and prioritising workload.

Key Accountabilities	Key Performance Indicators
Work independently and collaboratively with the Principal Investigators, clinicians, study participants and members of the research team to coordinate the effective conduct of the project.	Effective interactions with key stakeholders impact positively on the progress of the project.
Compile and follow up applications and reports to the research and ethics office and associated HRECs for the conduct of research.	Effectively compiles and follows up applications and reports to the relevant HREC.
Acquire and interpret research data and results. Some data entry and management required.	Effectively acquires and enters data as requested and manages databases as requested.
To perform venepuncture on recruited participants at Liverpool Hospital and coordinate the system that couriers blood samples from the site to the research laboratory for central processing.	Effective venepuncture and coordination of sample management is evident.
Publish, or otherwise disseminate high quality and/or high impact research/scholarly activities as part of the Triple I research group.	Effectively contributes to articles for publication.
Participate in professional activities including presentations at conferences and seminars in field of expertise.	Effectively prepares and presents at conferences and seminars as required.
To exercise initiative to achieve the key goals of the research project and contribute to team performance by identifying inefficiencies and roadblocks so that improvements can be implemented.	Effectively identifies roadblocks to achieving the key goals of the study.
Be familiar with and comply with relevant State and Federal Privacy Legislation for the access, use, handling and storage of health data.	▪ Adheres to legislative requirements ▪ Complies with legislative requirements regarding access and reporting

Understand and uphold WHS requirements and responsibilities.	▪ Complies with the Institute's WHS Statement and WHS Policy and Procedures ▪ Is always mindful of workplace safety as it pertains to self ▪ Reports all accidents within 24 hours ▪ Makes proper use of relevant safety equipment ▪ Attends training programs as directed
Contribute to the team-work culture at the Institute.	▪ Is an effective and positive team member ▪ Attends Institute staff meetings and, where applicable, shares information available at these meetings with colleagues ▪ Complies with the Institute Code of Conduct ▪ Actively contributes to the research culture at Ingham Institute ▪ Participates in Ingham Institute supporting activities, as required.