Research Coordinator
POSITION DESCRIPTION

Research Group:	Gastroenterology and Liver
Status:	Fulltime or 1 FTE From 01 June 2019 until 30 June 2020, with a possible extension subject to funding
Hours:	38 per week
Salary:	$60,000 - $68,000 base salary per annum (commensurate on experience), plus 9.5% super. Salary packaging is available
Reports to:	In the first instance to A/Prof Susan Connor, Dr Aimei Lee 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 (SWSLHD), 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 Gastroenterology and Liver Research Group and the Department of Gastroenterology and Hepatology at Liverpool Hospital investigates the biology and regulation of gastroenterological and liver diseases.

The Gastroenterology and Liver Research Group is seeking a Research Coordinator who will work on our inflammatory bowel disease (IBD) research projects. The IBD Service is involved in numerous research projects that are investigator-initiated and commercially sponsored.

Purpose of Position

The Research Coordinator will be responsible for conducting and assisting in the IBD Service's research projects. These projects vary in scope and include investigations into new treatments for patients with IBD, and patient quality of life and care.

The role will be required to have good organisational and time management skills and to work efficiently and to agreed timeframes. The recruited person is expected to work on all aspects of the research projects.

The Research Coordinator will also be required to work collaboratively with other members

within the Department of Gastroenterology and Hepatology, SWSLHD, and the research project stakeholders.

The Research Coordinator will be responsible for, but not limited to:

- Coordinating collaborative research group, commercial sponsor, and investigator initiated research projects for the IBD Service.
- Planning and developing practices, procedures and protocols within the Department.
- Coordinating study feasibilities, start-up, and progress through to completion.
- Ensuring the research studies are conducted in adherence to the guidelines and requirements of the International Conference on Harmonisation (ICH) guideline for Good Clinical Practice (GCP), Therapeutics Goods Administration (TGA), National Health and Medical Research Council (NHMRC), and other national and international regulatory bodies, as relevant.
- Preparing, organising, conducting and following up site visits by study participants and other study stakeholders.
- Collecting, processing and shipping samples obtained for the research projects.
- Ensure ethics submissions are made in a timely manner.
- Preparing study budgets, invoices, and payments.
- Maintaining study files, documentation, and research databases.
- Preparing and assisting in the completion of reports, presentations, and publications.

Selection Criteria

ESSENTIAL:

- Health related degree or equivalent qualification.
- Previous clinical trials or research experience.
- Previous experience working with databases.
- Demonstrated good analytical and problem solving skills.
- Demonstrated good written and oral communication skills, including the ability to converse with diverse groups (eg. students, people from culturally and linguistically diverse backgrounds).
- Experienced with computer programs, including Microsoft Office Excel, Powerpoint, and Word.
- Demonstrated experience and ability to work independently and as part of a multi-disciplinary team.
- Demonstrated ability to meet deadlines and exceed agreed goals.
- Demonstrated ability to comply with standard work instructions and procedures.
- Good judgement with an ability to balance the needs of all stakeholders.

DESIRABLE:

- Knowledge of ICH/GCP and current GCP certification.
- Experience with preparing and submitting ethics applications, including using REGIS.
- Experience in specimen collections (including blood collection), processing, and shipping, and current dangerous goods shipping certification.

Key Accountabilities	Key Performance Indicators
Plan, develop, and implement procedures, protocols and study-related material.	▪ Demonstrates ability to write, develop and implement SOPs and study documents. ▪ Demonstrates ability to work independently to complete assigned tasks in a timely manner. ▪ Demonstrates ability to identify, interpret, and evaluate data.
Coordinate and manage research study feasibilities, start-up, progress, and completion.	▪ Demonstrates ability to effectively coordinate and communicate with patients, medical, and research teams as well as other relevant stakeholders. ▪ Adheres to and complies with relevant regulations, SOPs, policies, and guidelines. ▪ Demonstrates ability to effectively and efficiently make assessments and decisions. ▪ Demonstrates understanding of research processes and regulatory requirements and ensures the research studies and staff adhere to these requirements. ▪ Prepares and submits applications in a timely manner to obtain ethics and other regulatory approvals where relevant. ▪ Demonstrates ability to assess project milestones to ensure they are met and kept on target.
Maintain study documentation and databases.	▪ Demonstrates meticulous record keeping, ensuring all appropriate documentation is collected, maintained, and accurate. ▪ Demonstrates excellent organisational skills, accuracy, efficiency, and timeliness to ensure data acquired and entered into study databases is correct and current.
Prepare study budgets, invoices, and payments.	▪ Demonstrates effective negotiation and communication skills. ▪ Demonstrates practical understanding of invoicing processes.

Key Accountabilities	Key Performance Indicators
	▪ Demonstrates timeliness in preparing and paying invoices. ▪ Demonstrates ability to interpret financial reports and ensure studies are within budget.
Prepare and assist in the completion of reports, presentations, and publications	▪ Demonstrates ability to obtain and identify relevant information for reporting requirements. ▪ Demonstrates competency and independence in compiling and presenting study information for reports, presentations and publications for the study stakeholders.
Collect, process, and ship samples for the research projects.	▪ Demonstrates thorough understanding of sample collection, processing and shipping requirements. ▪ Demonstrates ability to implement and comply with SOPs and protocols specific to each research project.
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.

Key Accountabilities	Key Performance Indicators
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.