

Position Title	Business Support Officer (CTU)
Group/Portfolio	Clinical Trial Unit, Griffith Health
Classification	HEW 7
Position Number	00062812
Reports To	Business Manager (CTU)
Employment Type	

1.0 Position Purpose

Under broad direction, this role will contribute to efficient and effective initiation and conduct of CTU commercial clinical trials through the provision of specialist support during study start-up including the coordination of regulatory, governance and ethics activities. The role will have responsibility for compiling essential documents and maintaining relevant clinical systems to support effective engagement and communication with internal and external stakeholders.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications and subsequent practical experience in clinical trials or health and medical research, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Provide high level administrative and business management support to senior staff to facilitate timely start-up of clinical research studies from feasibility to site initiation.
- Initiate and coordinate all ethics submissions including amendments, annual reports and safety reporting to Lead HREC, Griffith HREC/governance and other regulatory bodies as required. Draft participant information and consent form updates and provide training and support to staff on ethics submissions and processes.
- Assist Business Managers in handling the flow of information, establishing trackers and maintaining clinical systems (e.g SiteDocs, CTMS, RedCap) to support compliant and efficient study start-up and conduct of CTU clinical trials.
- Communicate effectively with commercial sponsors, vendors and clinicians during the start up to increase efficiency, meet timelines and maintain

effective relationships with all internal and external stakeholders including professional organisations and the community as required.

- Undertake and coordinate the collection, verification and maintenance of essential documents (e.g. CVs, insurance, professional registration) to sponsors and CROs and draft complex correspondence and clinician contracts.
- Contribute to business processes including invoicing activities and financial tracking and assist with the review and update of clinical trial budgets and contracts.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act, and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).