

Position Title	Senior Research Assistant (Clinical Trial Coordinator)
Group/Portfolio	Griffith Health/Clinical Trial Unit
Classification	Senior Research Assistant, Grade 1 (SR1)
Position Number	00061632
Reports To	Clinical Trial Unit Operations Manager
Employment Type	Continuing

1.0 Position Purpose

This position will provide high level assistance in the conduct of commercially funded and investigator-led clinical trials at Griffith's Clinical Trial Unit, Gold Coast campus. The role involves all aspects of clinical trial coordination including the preparation of ethics applications, project related administrative tasks, communication with participants, clinicians, sponsors, service providers and other stakeholders. The incumbent will have the opportunity to undertake lab tests, apply/develop some clinical skills and prepare trial specific reports, project summaries and study close outs.

2.0 Eligibility Requirements

- The occupant of this position will hold a Masters Degree or equivalent qualifications/work experience in a relevant field (e.g. health or science related field).

3.0 Key Responsibilities

- Coordinate clinical research studies in accordance with international and national guidelines (e.g. TGA, ICH-GCP and NHMRC) as per study protocols.
- Perform data collection by supporting clinical study procedures, assessments, questionnaires, scientific/lab tests or interview regimes.
- Ensure effective communication with CTU management, all study staff including e.g. clinicians and pharmacists, as well as patients, sponsors and external stakeholders.
- Be responsible for ethics preparation and submission, data entry, data storage and maintenance of high-quality study records.
- Manage administrative duties associated with the project including the preparation/booking of study visits and the preparation of study trackers, reports and close outs.
- Promote compliance with relevant legislation and University policies and

procedures, including research ethics, 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](#).