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| Position Title | Systems Manager (CTU) |
| Group/Portfolio | Griffith Health Group – Clinical Trial Unit (CTU) |
| Classification | HEW 8 |
| Position Number | 00063885 |
| Reports To | Operations Manager |
| Employment Type | Continuing Contingent |

1.0 Position Purpose

The Clinical Systems Manager will provide leadership, change management and expert level support and maintenance in the administration and optimisation of clinical trial systems and digital platforms to prioritise and ensure the efficient use of operational and business resources and services.

The Clinical Systems Manager will provide system leadership and clear communication to the Clinical Trial Unit to enable understanding of scope and priority of work along with provision of technical support and advice to research and clinical trial activities. The Clinical Systems Manager will plan and manage system operations and services within the CTU, and ensure compliance with relevant legislation, policies, and codes of practice.

The Clinical Systems Manager will lead the continuous review and improvement of clinical systems including the Clinical Trial Management System (CTMS) and electronic Investigator Site File Portal and implementation of electronic Source system and provide day to day supervision of system operations and undertake regular benchmarking to remain abreast of emerging issues, maintain knowledge currency and provide advice to support business decision-making. The Clinical Systems Manager will also lead priority project management and will provide backup support for ethics submissions and operations.

2.0 Eligibility Requirements

- The occupant of this position will have a Bachelor degree in a science/health related field, or other degree in combination with extensive industry experience in the clinical research sector and comprehensive knowledge of GCP, clinical trial systems and operations.

3.0 Key Responsibilities

- Provide leadership and expert strategic, business and operational advice and guidance to the CTU's clinical system development including new component acquisition, validation, documentation maintenance.
- Oversee the CTU's clinical trial systems through developing, updating, and maintaining configuration, system design including study and finance builds,

system documentation, system activity reviews, data integrity and reporting.

- Provide training and support on the safe and correct use of Clinical Trial Management System, electronic Investigator Site File and other systems/modules establish and maintain detailed system setup and validation statements and configuration notes, as well as ensuring that systems are properly prepared and configured for clinical trial activities.
- Develop guidelines and procedures related to clinical system practices and oversee a consistent approach to user training, stakeholder engagement, change management and digital transformation where required.
- Lead project management and clinical system set up for priority projects (e.g. Partnership projects) to enable accelerated start-up and operational timelines.
- Support the responsible integration of AI-enabled capabilities to strengthen the CTU's clinical trial systems, in accordance with University strategy, relevant legislation, approved tools and data classifications, and the Information Security Policy.
- Lead and promote compliance with relevant legislation and University policies and procedures, including research ethics, equity, data governance and health & safety standards 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 Others section of our [Capability Development Framework](#).