

Position Title	Study Coordinator/Project Manager
Group/Portfolio	Office of the Pro Vice Chancellor (Health)
Classification	HEW 8
Position Number	00063585
Reports To	Manager, Group Research Services, Griffith Health
Employment Type	Fixed Term

1.0 Position Purpose

The position will be based in the Office of the Pro Vice Chancellor (Health) (lead by Professor Scott Bell's group) under the Dean (Research) portfolio, supporting the coordination of local and national studies in the areas of mycobacterial pathogens in patients with cystic fibrosis and chronic lung diseases, with the aims of understanding changing prevalence/incidence of non-tuberculous mycobacteria (NTM), risk factors for acquisition of NTM and potential transmission pathways for infection including person-to-person utilising whole genome sequence analysis. The role will involve applied research to support enhanced knowledge of mechanisms of acquisition and transmission and the impact of NTM with a focus on *Mycobacterium abscessus* in patients with cystic fibrosis.

The role encompasses research and project related activities, including organising project team meetings, engaging with the other study investigators and key stakeholders, monitoring project timelines and budgets, preparing reports (including annual HREC and regulatory reports) and providing support to the project as needed. The role also involves high level administrative support to the Chief Investigator.

2.0 Eligibility Requirements

- PhD in the area of medical microbiology and molecular microbiology or a related discipline;
- Demonstrated expert knowledge in the area of lung microbiology and mycobacteriology;
- Evidence of a contribution to research, including high-quality research publications
- Ability to work collaboratively with colleagues;
- Expert knowledge in the areas of data acquisition, database management and data analysis;
- Knowledge and experience in sequence analysis (including bioinformatics) of bacterial pathogen an advantage;
- Advanced skills in project management and preparation of human ethics and governance documents including negotiating agreements and contracts is a requirement for the role (for managing a national cohort study involving 20 sites and ~20 clinical microbiology and mycobacterial reference laboratories;
- Evidence of independent research achievements;
- Experience in liaising and collaborating with colleagues to develop co-operative research initiatives across multiple sites nationally and internationally.

3.0 Key Responsibilities

- Conduct internationally competitive research in the areas of medical mycobacteriology and molecular mycobacteriology with the aims of understanding the development of NTM;
- Present results of research at meetings, and publish or exhibit in high quality outlets;
- Contribute to the preparation of reports to NHMRC, MRFF, manuscripts for peer-reviewed publications, and grant applications for funding as required.
- Contribute the development of a research programme including participation in applications for external funding;
- Work with colleagues and postgraduates in the development of joint research projects with a focus on the Gold Coast Hospital and Health Service clinicians and Pathology Queensland scientists;
- Acquire and maintain familiarity with relevant scientific literature and contribute a strong and independent academic approach to the work;
- Contribute to safe laboratory working environment.
- Participate in events to attract postgraduate students;

Service and Engagement

- Perform a range of administrative functions at your level in the Institute;
- Share in academic service responsibilities, contribute to the outcomes of internal committees;
- Foster the Institute's relations with industry, government departments, professional bodies and the wider community;
- Any other duties as reasonably directed by your supervisor.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- Maintain 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](#).