

POSITION DESCRIPTION



WESTERN SYDNEY
UNIVERSITY

Clinical Trials Manager



POSITION DETAILS

Position Title	Clinical Trials Manager
Classification	HEW Level 8
Position Number	7016534
School/Office	Clinical Trials Unit – Faculty of Health
Division	Provost

POSITION PURPOSE

The Clinical Trials Manager provides strategic and operational leadership for the Faculty's clinical trials portfolio, ensuring trials are delivered effectively, ethically and in accordance with regulatory, contractual and institutional requirements.

The role leads the development and continuous improvement of clinical trial governance frameworks, systems and processes, and provides specialist advice to senior stakeholders, investigators and external partners on trial operations, compliance, risk, financial management and reporting.

KEY ACCOUNTABILITIES

1. **Lead the operational delivery of the Faculty's clinical trials portfolio** from start-up to close-out, ensuring trials are delivered within agreed timelines, budgets and regulatory requirements.
2. **Develop and continuously improve clinical trial governance frameworks, procedures and systems** to support compliant, efficient and high-quality trial operations.
3. **Provide specialist advice and recommendations to senior stakeholders** on clinical trial operations, governance, compliance, risk, resourcing and financial management.
4. **Manage ethics, governance and regulatory requirements** including Human Research Ethics applications, governance submissions, amendments, reporting and compliance obligations.
5. **Oversee clinical trial budgets, financial tracking, invoicing, forecasting and reporting** to support effective financial oversight and sustainability of trial activity.
6. **Lead and manage clinical trial staff and resources** including workload coordination, supervision, capability development and performance support.
7. **Manage stakeholder relationships and contract processes** with investigators, health

partners, sponsors, CROs, funding bodies and relevant University teams.

8. **Lead risk management, reporting and business improvement initiatives** including the implementation of digital technologies and AI-enabled tools to improve trial operations, data management and performance monitoring.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **Relevant tertiary qualifications** in health, science, nursing, business administration, research management or a related discipline, or an equivalent combination of qualifications and relevant experience.
2. **Extensive experience in clinical trials operations or management** within a university, health, industry, CRO or research environment.
3. **Demonstrated knowledge of clinical trial governance and regulatory requirements**, including ICH-GCP, NHMRC, TGA, ethics, privacy and institutional compliance obligations.
4. **Proven experience managing complex clinical trial operations**, including budgets, reporting, timelines, governance submissions, contract processes and stakeholder expectations.
5. **Strong leadership, stakeholder engagement and communication skills**, with the ability to provide high-level advice to senior leaders, investigators and external partners.
6. **High-level organisational, analytical and systems skills**, including experience with clinical trial management systems, electronic data capture platforms, research databases or data management tools such as REDCap, Medidata or equivalent.

KEY RELATIONSHIPS

- **This position reports to:** Research Operations Manager
- **This position supervises:** Clinical Trials Finance Officer and other clinical trial, administrative or project staff involved in the delivery of clinical trials, as required.
- **Key internal relationships:**
 - Faculty Executive and staff, including Associate Dean Research and Innovation
 - Clinical Schools, including the Heads of Clinical Trials and Trial Investigators
 - Research Division
- **Key external relationships:**
 - Local Health Districts
 - Funding Bodies
 - GP Networks
 - Other organisations as required

CHALLENGES

- Establishing and continuously improving clinical trial governance frameworks, systems and operational processes across a complex Faculty and health partner environment.
- Managing multiple clinical trials with competing timelines, budgets, stakeholder expectations and regulatory requirements.
- Exercising sound judgement in interpreting and applying complex regulatory, governance, contractual and institutional requirements.
- Balancing strategic, operational, financial and compliance priorities while supporting the growth and sustainability of the Faculty's clinical trials portfolio.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture Partner (Faculty of Health)

Date: 4 August 2026