

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed		
POSITION DETAILS:		Position Title: PROJECT COORDINATOR PREGGNUT		
RFA:	Early Environment	Research Group:	Childhood Allergy & Immunology Research (CAIR)	
Position reports to: (role)	Debbie Palmer			
Location: <i>include all possible locations</i>	Telethon Kids Institute, Subiaco/Nedlands.			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
The Project Coordinator PrEggNut will assist the Chief Investigator to co-ordinate, monitor and supervise the day to day running of the large-scale multi-centre (Perth, Adelaide, Sydney and Melbourne) PrEggNut Trial				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Trial Co-ordination and Management	100	<ul style="list-style-type: none"> • Co-ordinate and manage a timeline for trial milestones • Prepare Ethics and Governance documentation for site-specific applications, any amendments as needed and annual reports • Train research staff in all sites in the use of a purpose-built web-based clinical trial management information system, which will be used to facilitate trial management and regular reporting to each site and the trial Steering Committee • Organise and facilitate trial Steering Committee meetings, Data Safety and Monitoring (DSM) Committee meetings, Serious Adverse Event Committee meetings, and other meetings with trial collaborators as needed • Participate in, supervise and monitor all trial recruitment activities, including set-up of site specific trial recruitment activities and trial advertising. Assist sites (research assistants) with strategies to maximise recruitment opportunities and monitor recruitment progress • Maximise completion and minimise withdrawal of participant rates • Co-ordinate staffing (research nurses) and training associated with the clinical outcome appointments and phone calls • Ensure consistent trial standardisation and quality across all trial sites through the trial with Good Clinical Practice (GCP) guidelines adherence. Maintain the PrEggNut trial Masterfile – paper and electronic versions. • Talks and presentations related to the PrEggNut Trial community and health professional awareness and in-service type activities • Working cohesively and collaboratively with others – both internal and external 	<ul style="list-style-type: none"> • Milestones achieved according to funding timeline in project grant • Timely submission of all ethics related paperwork • Team members effective use of the system and generation of monthly reports • Committee meetings arranged in a timely manner with frequency as specified in the trial protocol • Achieve recruitment rates in line with grant timelines. • Aim is less than 10% withdrawal rate and 90% completion rate • Clear and effective communication to staff • High quality and consistent data collection CA across all trial sites • Clear and effective communication • Effective, harmonious teamwork 	<ul style="list-style-type: none"> • Monthly reports to CIA and Steering Committee • Reports and documentation completed on time • Monthly reports to CIA and Steering Committee • Committee meetings arranged with frequency as specified in the trial protocol • Monthly reports to CIA and Steering Committee • Monthly reports to CIA and Steering Committee • Positive feedback from team members • CIA will audit and monitor each trial site every 6 months • Feedback from talk attendees • Feedback from team members and collaborators
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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Bachelor of Science Degree

Skills, Knowledge & Experience:

- Experience working in research focusing during pregnancy and/or lactation and/or infancy
- Experience in coordinating research projects, including randomised controlled trials
- High level of interpersonal, verbal and written communication skills
- High personal motivation and ability to work independently
- Possession of a current WA drivers licence and your own transportation
- Ability to travel to interstate trial sites for staff training and trial monitoring
- Strong computer skills using Microsoft Office, data management and analysis programs
- Attention to detail
- Demonstrate excellent team working skills as well as ability to work using own initiative
- Time management skills/ability to prioritise workload
- Working With Children Check
- Right to live and work in Australia

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Nutrition Degree or Graduate Diploma in Dietetics, with eligibility to be a member of the Dietitians Association of Australia

Skills, Knowledge & Experience:

- Experience in coordinating large-scale (>500 participants) in a multi-site research project

SCOPE:

Financial accountability: Does this role have accountability for a budget?

No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

None

No. of indirect reports

Two

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Chief Investigator

Project Coordinator
PrEggNut

Immediate level of supervision

Research Assistants
and Research
Nurses - TBA

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

This position is subject to a successful Criminal Record Screening Check and a Working with Children (WWC) Check. This is a compulsory check for people who are involved with child-related work in Western Australia.