
RESEARCH COORDINATOR

DECEMBER 2024



POSITION SUMMARY

Location:	Parkville		
Functional area:	Research		
Classification/ Salary:	\$75,000 - \$85,000 pro rata commensurate with skills and experience + 11.5% super + access to \$15,900 NFP salary packaging		
Job level:	2		
Reports to:	Director, Research Operations		
Employment type:	Full/part time (0.8 - 1FTE considered)		
Employment length:	2-year contract, with possibility for extension		
Direct reports	0	Indirect reports	No

POSITION PURPOSE STATEMENT

About the Role

The Research Coordinator will have primary responsibility for ensuring the smooth operation and coordination of research projects and will be responsible for key administrative functions. The Research Coordinator will be responsible for secretariat duties to the Orygen Research Review Committee and manage a database of research projects and grants. The position will also provide data to populate and inform reports to the Orygen Board on a quarterly basis. The Research Coordinator will also assist the Research Office team members with other related Research Office activities.

About Research

The research program at Orygen includes over 100 clinical research projects encompassing a diverse risk range from high-risk medicinal interventions, Clinical Trials Notified studies through to negligible and low risk and quality assurance projects. The majority of our studies are Sponsored by Orygen as the responsible Corporate Entity. In addition, Orygen retains research governance of our Orygen-led services including the headspace services, and the Parkville Community Hub (Parkville Primary Health Clinic), with the Orygen Clinical Trials Unit located in Parkville.

The research division supports over 200 staff working across 17 different research areas of youth mental health. The research budget is over \$40 million per annum with research funding coming from

REVOLUTION IN MIND

a variety of national and international competitive grants, government contracts and tenders, and philanthropic funding.

The Research Office is led by the Director of Research Operations and oversees grants, ethics, sponsor operations and other research management and support tasks.

POSITION FOCUS

	Key responsibility area	Percentage
1	Improve research management and study processes	30%
2	Secretariat duties	30%
3	Management of databases for Research Projects	20%
4	Administrative support	20%

POSITION KEY RESPONSIBILITY AREAS

1. Improve research management and study processes

- Identify gaps and establish efficiencies to improve the research management of Orygen grants and studies.
- Assist the Research Office team to identify areas where procedures can be streamlined, or inefficiencies can be eliminated to minimise study timelines.
- Assist in the implementation of technology solutions: work with the Research Office team to implement technology solutions that can improve research management.
- Track progress work with Research Office team to monitor the progress of research governance responsibilities and highlight issues so that these can be addressed promptly.
- Produce or assist in the production of Research Policies, Procedures and Standard Operating Procedures.

2. Management of database for Research Projects

- Maintain database of current and submitted research projects and their status.
- Monitor research projects against milestones and track participant recruitment rates.
- Maintain a database and filing system for grant applications, monitor progress and success rates and prepare regular reports for internal and external stakeholders.

3. Secretariat duties

- Produce quarterly reports on research performance as directed by the Chief of Research for the Orygen Board.
- Coordinate the reporting requirements of internal and external stakeholders under the direction of the Director, Research Operations.
- Provide ongoing secretariat duties to the Orygen Research Review Committee including preparing agenda, minutes, collating papers, sending memos, following up action items and coordinating other committee activities.
- Be the first point of contact for investigators with new projects, collate information and documents as required.
- Coordinate ethics application submission processes and provide advice on requirements.
- Oversee governance submission including providing advice on requirements and reviewing collaboration agreements and other documents.
- Coordination research colloquia and other research events.

4. Administrative support

- Maintain and develop key relationships with the University of Melbourne and

<p>Melbourne Health research offices, and key grant funding agencies.</p> <ul style="list-style-type: none"> • Prepare appropriate reports and materials, attend meetings and associated research events as required and other tasks as directed by the positions' direct report. • Assist with the preparation and coordination of correspondence and presentations. This may include the collation of information from internal and external stakeholders, as well as desktop research.

EDUCATION / QUALIFICATIONS

Essential	Degree with subsequent relevant experience; or experience and expertise or knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training
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EXPERIENCE/SKILLS

Experience / skills	<ul style="list-style-type: none"> • Demonstrated ability to multitask and manage conflicting priorities. • Sound knowledge of how to conduct human clinical research and ethical conduct in human research would be desirable. • Strong attention to detail. • A high level of organisational and administrative skills. • Demonstrated experience in managing databases or cloud-based software. • Highly proficient in Microsoft Office 365 applications. • Demonstrated experience working in a large, complex work structure. • Experience in project management. • Experience in a training, education or health setting would be highly desirable. • Excellent written communication skills, including demonstrated experience in minute taking and secretariat duties to a committee. • Demonstrated experience in a research coordinator role or equivalent in a university or research institute. • Proven ability to coordinate a range of administrative/project activities and support senior staff with a capacity to exercise sound judgement, diplomacy and discretion, and a demonstrated ability to handle information in a confidential and appropriate manner.
Personal attributes	<ul style="list-style-type: none"> • A customer service ethic and demonstrated ability to maintain excellent customer and client relations. • Excellent interpersonal and communication skills, both written and verbal. • Efficient, demonstrates initiative and is outcome focused. • Flexible and adaptable to changing work requirements. • Highly collaborative, will contribute to a positive team and organisational culture. • Continuous improvement mindset. • Demonstrated ability to work effectively as part of a team and independently.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Director, Research Operations and Chief of Research • Research Office Team • Researchers • Orygen Research Review Committee • Research Leadership Team • Internal support functions e.g., Communications, Clinical Services, Finance, Legal • Orygen-governed site locations
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External	<ul style="list-style-type: none"> • University of Melbourne • Melbourne Health • Grant Funding Agencies • Academic staff and students • Research site staff and clinicians
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SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • You may be required to work across more than one of Orygen’s sites, which are currently located within the north and west of Melbourne. • In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required. • Occasional out of hours, evening and/or weekend work may be required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> • Promote and demonstrate Orygen’s high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace. • Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able. • Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events. • Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
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ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	