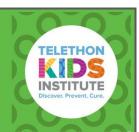
JOB DESCRIPTION TELETHON KIDS INSTITUTE



Why is this Job Description being written?			New Position Replacement Position Position re-designed					
POSITION DETAIL	.s: F	Position Title:	PROJECT COORDINATOR PREGGNUT					
RFA:	E	Early Environment		Research Group:	Childhood Allergy & Immunology Research (CAIR)			
Position reports to: (rol	e) [Debbie Palmer						
Location: include all possi	ocation: include all possible locations 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 multicentre (Perth, Adelaide, Sydney and Melbourne) PrEggNut Trial								
KEY RESPONSIBILITY AREAS (Please list in order of importance)								
Accountabilities		<i>nputs:</i> What are the key activ	vities or tasks to be carried out?		Outputs: What are the expected end results?	<i>Measures:</i> How it is measured		

Trial Co-ordination and Management	100	Co-ordinate and manage a timeline for trial milestones Prepare Ethics and Governance documentation for site-	Milestones achieved according to funding timeline in project grant	Monthly reports to CIA and Steering Committee
		specific applications, any amendments as needed and annual reports	Timely submission of all ethics related paperwork	Reports and documentation completed on time
		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	Team members effective use of the system and generation of monthly reports	Monthly reports to CIA and 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	Committee meetings arranged in a timely manner with frequency as specified in the trial protocol	Committee meetings arranged with frequency as specified in the trial protocol
		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	Achieve recruitment rates in line with grant timelines.	Monthly reports to CIA and Steering Committee
		 opportunities and monitor recruitment progress Maximise completion and minimise withdrawal of participant rates 	Aim is less than 10% withdrawal rate and 90% completion rate	Monthly reports to CIA and Steering Committee
		Co-ordinate staffing (research nurses) and training associated with the clinical outcome appointments and phone calls	Clear and effective communication to staff	Positive feedback from team members
		 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. 	High quality and consistent data collection CA across all trial sites	CIA will audit and monitor each trial site every 6 months
		Talks and presentations related to the PrEggNut Trial community and health professional awareness and in-service type activities	Clear and effective communication	Feedback from talk attendees
		Working cohesively and collaboratively with others – both internal and external	Effective, harmonious teamwork	Feedback from team members and collaborators

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

Project Coordinator
PrEggNut

Immediate level of supervision

Research Assistants and Research Nurses - TBA

Chief Investigator

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.