

Position Description

Data and Administrative Assistant

Classification:	Administration Classification HS2
Business unit/department:	Cancer Clinical Trials Centre
Work location:	Austin Hospital
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time or Part-Time
Hours per week:	40 hrs with ADO (or less on negotiation)
Reports to:	CCTC Manager
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	August2025

Position purpose

This role's main objective is to provide high-quality and efficient data entry functions and administrative support to the Cancer Clinical Trials Centre (CCTC), including simple finance tasks. Flexibility is a key requirement of this role to ensure provision of required support across the whole department, as required.

About the Directorate/Division/Department

ONJ Centre

Since September 2013 all Austin Health metro-based Cancer Services are delivered within the Olivia Newton-John Cancer Wellness & Research Centre (ONJCWRC) at the Austin Hospital. This state-of-the-art facility provides a new model of individualised cancer care for patients and their families.

Clinical Services are provided in a range of inpatient and ambulatory settings. Inpatient services include an acute oncology/clinical haematology ward, an oncology/surgical oncology ward and a palliative care ward. Ambulatory services include Radiation Oncology, Day Oncology, Apheresis, and multidisciplinary cancer clinics.

Cancer Clinical Trials

The Cancer Clinical Trials Centre (CCTC) is part of Austin Health Cancer Services conducting a wide variety of cancer clinical trials nationally and internationally and has a reputation for excellence. The CCTC has expertise in managing studies from Phase 1 to Phase 3 and participates in a mix of Investigator-initiated research, Collaborative Group studies and Pharmaceutical Company sponsored clinical trials.

CCTC comprises a team of full time and part time Study Co-ordinators (Registered Nurses), Clinical Research Administration Assistants, Clinical Research Fellows, Ethics Submission Co-ordinators, Data Managers, and a Finance Team. The study coordinators are organised into teams, each with a Clinical Team Leader and a Clinical Research Assistant.

The atmosphere within CCTC is energetic, friendly, and cohesive, with a strong work ethic amongst all members and regular meetings with Investigators to discuss study management issues.

Position responsibilities

Role Specific:

- Ensure highly accurate and efficient data entry.
- Data entry may include (but not limited to):
 - Cross reference checks of payments to and from department into databases
 - Study specific tracker data entry
 - Under supervision with adequate (and specific) training basic transcription data entry into trial protocol databases.
- Contribute to department internal quality data reviews as directed.
- Uploading documents into department portals, ensuring accurate naming convention and logging in oversight tools.
- Assist with preparing and submit paperwork for reimbursement of patient expenses, as required.
- Assist with simple finance related tasks, as required.
- Assist in the set up and maintenance of Investigator Site Files (both hard-copy and electronic) in accordance with CCTC standard operating procedure (SOP).
- Assist with close-out and archiving processes.
- Assist with the timely submission of medical record documents to Scanned Medical Record (SMR).
- Photocopy, collate and finish documents and reports as requested.
- Redact documents or quality check redacted documents, prior to submission to Sponsors to always ensure patient confidentiality.
- Miscellaneous filing as required.
- Ensure patient confidentiality is always maintained.
- Assist CCTC Administration Assistants as required.



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- Undertake basic clinical trial training and ICH GCP (Good Clinical Practice) to gain better understanding of the department.
- Office administration tasks/ad hoc tasks as required by CCTC management.

Communication and interpersonal relationships:

- Ensure timely and effective communication of information.
- Help promote and maintain a supportive team approach within CCTC to ensure good working relationships.
- Maintain a flexible approach to managing assigned workload.

Selection criteria

Essential Knowledge and skills:

- A commitment to Austin Health values: Our Actions show we care, We bring out our best, Together we achieve, and We shape our future.
- Extensive experience with data entry in the medical or health fields with demonstrated accuracy and efficiency.
- Exceptional attention to detail and the ability to follow established procedures.
- Good understanding of medical terminology.
- Sound computer skills, especially Microsoft Office Word & Excel and experience with databases.
- Ability to work collaboratively as a supportive member in a large and diverse team.
- Display excellent verbal communication skills including professional telephone manner.
- Ability to work autonomously and as part of a team, with attention to detail managing priorities and time efficiency.
- Enthusiasm, willingness to learn and contribute to the research team.
- Highly organised who can manage multiple tasks on a given day.
- Demonstrated excellent written communication skills.
- Flexibility and reliability.

Desirable but not essential:

- Understanding of Good Clinical Practice (ICH-GCP)
- Finance bookkeeping experience
- Clinical trial experience is advantageous.
- Oncology/Cancer background advantageous.

Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role

Quality, safety and risk – all roles

All Austin Health employees are required to:



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- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health’s core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health’s Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health’s immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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