# Position Description

## Clinical Trial Assistant

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| **Classification:** | Clinical Trial Assistant (HS1) |
| **Business unit/department:** | Centre for Research and Education in Diabetes and Obesity (CREDO) |
| **Work location:** | Austin Hospital ☐ Heidelberg Repatriation Hospital ☒<br>Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify) |
| **Agreement:** | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025 |
| **Employment type:** | Fixed-Term Part-Time |
| **Hours per week:** | 24 hours per week |
| **Reports to:** | Director of CREDO and Research Manager |
| **Direct reports:** | Nil |
| **Financial management:** | Budget: Nil |
| **Date:** | February 2026 |

### Position purpose

The Clinical Trial Assistant plays a crucial role in supporting a multi-disciplinary team conducting clinical research trials in the CREDO unit. This team includes the Principle Investigator, Research Manager, Sub-Investigators, Trial Coordinators and Administration Staff.

The position will be Fixed Term Part Time 3 days per week until 30 June 2026 and is subject to securing research funding for renewal.

### About CREDO Unit

We are a leading clinical diabetes and obesity research group undertaking investigator-initiated research and clinical research which includes large cohort studies and randomised controlled trials, affiliated with the University of Melbourne. We are based at the Heidelberg Repatriation Hospital a campus of Austin Health.

As an emerging research group with a growing interest, both nationally and internationally we aim to elevate the Diabetes and Obesity Research Group to one of the lead groups in Australia.

## Position responsibilities

**Key Responsibilities:**

- **Administrative Support:**
  - Provide support in the startup, execution, and closeout of ongoing clinical sponsored and investigator-initiated trials.
  - Maintain trial entry data, participant paper records, and database programs.
  - Assist with filing and the organisation of study administrative documents.
  - Assist with ethics submissions and notifications.
  - Manage study materials and supplies, including distribution, ordering, tracking, storage, reconciliation, and destruction.

- **Laboratory and Sample Management:**
  - As directed process blood samples in the designated laboratory.

- **Compliance and Protocol Adherence:**
  - Ensure adherence to Good Clinical Practice (GCP) guidelines, clinical trial protocols, and regulatory requirements.

- **Participant Coordination:**
  - With support from the Study Coordinator, contact participants to schedule visits and follow-up activities.

- **Miscellaneous Tasks:**
  - Perform ad-hoc tasks related to the trial as needed.

**Reporting Structure:**
The Clinical Trial Assistant reports to the Clinical Trial Manager and Director of the Unit. This role requires close collaboration with research and administrative staff.

## Selection criteria

**Essential skills and experience:**

- Highly developed planning and organizational skills, with experience in setting priorities, implementing improvements, and meeting deadlines under pressure.
- Ability to carry out all relevant study-related tasks, ensuring adherence to protocol and Good Clinical Practice (GCP).
- Proficiency in maintaining accurate data entry and documentation of all study activities, including entering and cleaning research data in a computerized database.
- Prompt response to database and Sponsor queries.
- Excellent attention to detail and accuracy in data measurement and recording.
- Ability to perform administrative functions, including filing and archiving clinical trial documentation.
- Ability to exercise initiative and work independently, while also participating positively in a team environment.
- Experience or willingness to learn about processing laboratory samples.

- Highly developed interpersonal and communication skills, particularly in responding professionally and appropriately as a representative of Austin Health.
- A strong understanding of confidentiality, privacy, and information handling principles, with the ability to work with sensitive information and maintain discretion at all times.
- Awareness of ICH-GCP guidelines and relevant regulatory/statutory guidelines.

**Desirable but not essential:**

- Holding or willingness to work towards gaining a recognized certificate in Good Clinical Practice (GCP).
- Hold a current IATA Training Certificate or willingness to work towards gaining a recognized certificate
- Previous experience in clinical trials.
- High proficiency in the use of Microsoft Office suite products, including Word, Excel, PowerPoint, Publisher, Outlook, and the Internet.

## Professional qualifications and registration requirements

- A degree in a relevant field (or currently working towards one) in a health or science discipline or relevant work experience in a clinical research environment.

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- 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.