

Position Description

Position Title: Research Administration Coordinator

Classification:	HS3
Business unit/department:	N-CRESS, Department of Neurology
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
Employment type:	Fixed-Term Part-Time
Hours per week:	32
Reports to:	N-CRESS Manager
Direct reports:	N/A
Financial management:	Budget: Reporting, tracking and invoicing on behalf of the service
Date:	June 2025

Position purpose

The Neuroimmunology Clinical Research, Education and Support Service (N-CRESS) actively participates in and contributes to research projects and clinical trials aimed at improving understanding and treatment of neurological conditions including multiple sclerosis, stroke, motor neurone disease, migraine, and a range of other conditions.

The Research Administration Coordinator (RAC) plays a key role in managing financial administration and general administrative coordination within N-CRESS. Working closely with the N-CRESS Manager, the RAC will oversee financial processes, including budgeting, invoicing and financial reporting. Additionally, the role supports clinical trial administration, ensuring compliance with research ethics requirements and facilitating effective collaboration with sponsors and regulatory bodies.

This role may include supporting non-nursing activities within N-CRESS Clinics, contributing to research data collection and data entry.

About the Directorate/Division/Department

N-CRESS is an acronym for Austin Health's Neuro-Immunology Clinical Research, Education and Support Service, a service based within the Department of Neurology. N-CRESS provides support and clinical care to people affected by Multiple Sclerosis and other neurological conditions. In addition to our clinical role, which is predominantly outpatient-centered, we have a strong research focus and have experience in the conduct of a wide variety of clinical trials. Since our inception in 1996, we have built an international reputation for excellence and expertise both in clinical care and in the conduct of quality clinical research.

Over the years, N-CRESS has expanded and diversified and we now participate in a wide range of clinical trials, from early to late phase, and across a range of neurological conditions. We provide Ethics and governance oversight and study coordination of projects in multiple sclerosis, stroke, motor neurone disease, migraine, and a range of other conditions.

Functions of N-CRESS include participating in local and international clinical drug trials, academic research and observational studies, conducting a nurse-led MS immunotherapy program (counselling, therapy initiation and maintenance, clinic and telephone-based information and support), running product-specific safety vigilance programs, conducting outpatient clinics, including a Nurse-led clinic, supporting professional development including preceptorship and mentoring of external MS nurses, and contributing to inter-hospital collaborative initiatives. We conduct quality improvement activities and audits, and encourage nurse-led research.

Position responsibilities

Role Specific:

- Prepare, compile and review clinical trials/research documents for Ethics submission and facilitate them throughout the Ethics review process
- Liaise with Austin's Discovery and Innovation Unit, external sponsors and Clinical Research Organisations
- Prepare, coordinate, submit and amend all documents relevant to the ethical research requirements of N-CRESS
- In conjunction with N-CRESS Manager, review, negotiate and administer Clinical Trial Agreements and Study Budgets
- Implement, monitor and administer systems relevant for the financial management of N-CRESS.
- Utilise existing MYOB accounting package for projecting, reviewing and regularly reporting revenue and expense.
- Oversee purchasing, invoicing, payment requests and reimbursements on behalf of N-CRESS
- Ensure payments are made in a timely fashion
- Track clinical trials activity and provide regular reports and Ethics status updates to N-CRESS Manager
- Maintain and file all documents according to established system within study files and shared drives
- Maintain effective working relationships and strong communication with N-CRESS staff, Discovery and Innovation Unit, Principal Investigators, hospital departments, sponsors and CROs
- Work to tight deadlines



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- Facilitate streamlined and efficient processes for Ethics review and approvals of clinical trials/research projects
- Support non-nursing activities within N-CRESS clinics; contribute to data collection and high accuracy data entry

Selection criteria

Essential skills and experience:

- Excellence in proficiency in Microsoft Office (Word, Excel, Outlook)
- Understanding of medical terminology and ability to simplify technical information
- High level of accuracy, attention to detail and analytical rigor
- Demonstrated excellent oral and written communication skills, including punctuation, spelling and grammar
- Ability to build and maintain strong working relationship with internal teams, hospital departments, research sponsors and external stakeholders
- Strong time management, organisational skills and ability to multitask
- Initiative, accountability and flexibility in a fast-paced research environment
- Experience in working to tight deadlines
- Enthusiasm and flexibility
- Ability to transcribe clinical data into database

Desirable but not essential:

- Experience in preparing applications to ethics committees
- Prior use of a financial reporting tool eg. MYOB
- An understanding of current and emerging ICH-GCP work practices and processes
- Prior experience/knowledge in the setting of neurology/neurosciences
- Clinical research experience within a pharma company, biotech or CRO
- Prior experience in database entry

Professional qualifications and registration requirements

- Experience or qualification in financial management including tracking, reporting, budgeting and invoicing

OR

- University degree (or equivalent) in science, healthcare or financial discipline

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.



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- 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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