

POSITION DESCRIPTION

Position Title:	Research Coordinator – Drug Health Services
Business Unit/Department:	Drug Health Services
Division:	Operations
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Research Nurse Level 2 (QRED 1) Research Nurse / Midwife Level 3 (QRED 2)
Reports To:	Head of Unit Addiction Medicine
Direct Reports:	Research Assistant.
Date Prepared/Updated:	12 March 2025

Position Purpose

As a member of the health care team, the Research Coordinator manages efficiently and effectively the research activities of the unit to ensure a high-quality service that meets the needs of clients and consumers, adheres to legislative responsibilities, and maintains a safe working environment. The Research Coordinator ensures internal studies are conducted in an ethical, scientific, and legal manner and encourages and supports nursing and junior investigator's research.

The Research Coordinator will support and undertake independent data management and analysis and manuscript and report writing tasks across studies in the drug health services, with a focus on studies of people with AOD use. The position will also undertake and support the collection of new anthropometric data among participants in active cohort studies of people with drug use. The person will work with a dynamic multi-disciplinary team of researchers and data analysts, under the supervision of research lead and senior staff.

This part-time position is funded for 0.6 EFT. Additional tasks such as staff/student and/or project supervision, management and direct data collection may be required. The Research Coordinator will be expected to prepare and submit grant applications as required.

Business Unit Overview

Drug Health Services is one of the most diverse specialist agencies in Victoria for the management of substance use, providing a range of residential and non-residential community and hospital-based alcohol and other drug treatment programs.

The service caters to people across the development lifespan, with youth and adult programs, as well as specialist programs for women and for people with co-morbid AOD and mental health care needs.

As well as community AOD programs, we offer Addiction Medicine Services to the community and within the Western Health hospital in-patient network.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

The service is committed to harm reduction as a guiding principle of practice, enabling clients to determine the pace and type of change they are seeking. This takes place within a robust governance environment, where treatment options are evidence-based and matched to presenting need.

Key Responsibilities

Leadership:

- Model the behaviours and actions outlined in the Western Health vision for best care.
- Ensure all research activity is conducted in an ethical, scientific, and legal manner, whilst maintaining a safe working environment for all parties.
- Employ an innovative and flexible approach to research management.
- Apply conflict resolution skills when dealing with problems involving all levels of employees, consumers and their significant others and the public.
- Ensure excellent standard of service is offered by partnering with consumers and the community at all levels of planning and evaluation.
- Work collaboratively to achieve desired outcomes for the organisation.
- Identify factors influencing the successful conduct of trials and be able to resolve or seek other input to minimise or overcome identified problems.

Data collection, management, analysis, and research development

- Support the development and implementation of Drug Health Services' Research Strategy.
- Promote open lines of communication and participate in regular research meetings with research team members.
- Present and publish in appropriate professional conferences and journals and remain informed of the current literature.
- Enhance the research profile of Western Health.
- Support study design, data management, and data analyses across a range of studies.
- Create, clean, manipulate, and merge large and complex data sets.
- Contribute towards research or the provision of technical support for data merging, cleaning, and analysis.
- Develop protocols and assist with the collection of anthropometric measures from study participants.

Clinical Expertise:

- Manage and coordinate the conduct of clinical research trials in collaboration with other health professionals and other organisations/people as appropriate.
- Maintain clear and effective communication processes with trial participants, carers, investigators, sponsors, and other members of the multidisciplinary team.
- Attain a thorough understanding of nominated clinical trial protocols.
- Complete ethics submissions as required.
- Screen hospital consumers for eligibility for clinical trials and maintain a screening log when required by the study protocol.
- Work to ensure recruitment targets are met within predetermined timeframe.
- Ensure appropriate consent is obtained from consumers and / or their next of kin and maintain accurate and complete records of consent obtained by self and other colleagues in the unit.
- Liaise with other health professionals within the hospital in the conduct of trials if required (such as pharmacy, laboratories, health information department, other wards).
- Ensure clinical trial equipment being used appropriately, are well maintained, and any recording logs are stored and distributed appropriately.
- Ensure accurate and timely completion of paper or electronic case reports and other study documentation such as consumer follow-ups and laboratory investigations.
- Maintain an accurate record of study supply orders, receipts, inspection, distribution, accountability, usage and wastage as required.
- Ensure data entry and data query resolution follows data management plan and timelines agreed with sponsor.
- Seek out new clinical trials and liaise with sponsors of the new trial to ensure the success of the site in joining the new study.
- Assist and/or prepare hospital Ethics Committee submissions and reports in line with required timelines.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Be involved in professional development activities including attendance and presentations at conferences and seminars as appropriate.

Training and capacity strengthening

- Organise research meetings and conferences as required and attend relevant educational and investigator meetings.
- Generate and participate in the presentation of study progress reports and findings to unit employees and other health professionals locally, interstate and internationally as required.
- Share knowledge of research, education and clinical practice issues and knowledge gained from participation in seminars and conferences.
- Provide education support regarding relevant rules and protocols relating to research, for example Therapeutics Goods Administration, Good Clinical Practice, the National Statement on Ethical Conduct in Research Involving Humans, the Declaration of Helsinki, Victorian and Australian Privacy Laws and local Human Research Ethics Committee requirements.
- Ensure mandatory competencies are completed and up to date.
- Demonstrate a commitment to personal continuing professional development and participate in performance appraisal and review · Actively seek feedback from key stakeholders on your own performance.
- Directly support capacity building through technical mentorship, direct training and systems support in relevant areas.
- Responsible for completing all required training in line with the position / role.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Office of Research
- Operations Manager
- Heads of Unit
- Medical Officers
- Performance Unit
- Finance Team
- Divisional Director
- Clinical Service Director
- Director of Operations

External:

- Consumers and their significant others ·
- Clinical Trial Sponsors and their representatives ·
- Research Contract organisations and their representatives ·
- Human Research Ethics Committees ·
- Collaborative Research Partners ·
- Regulatory authorities and their representatives

Selection Criteria

Essential

- PhD, clinical research, or equivalent qualification in a related area.
- Experienced in statistical software packages (e.g. SAS, R, Stata, S-Plus, Python) and knowledge of or demonstrated ability to learn specialized software packages.
- High-level research and data cleaning and analysis skills.
- High-level experience in methodologies and processes for managing small, large, and complex databases.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Good knowledge of research methodologies and understanding of evidence based public health and disease elimination concepts.
- Previous experience in the collection of clinical and/or anthropometric data from study participants.
- Previous experience with undertaking research in development, implementation and evaluation of evidence-based materials and activities.
- Previous experience leading the development and writing academic publications.

Desirable

- At least two years research experience.
- Experience in the management of clinical research trials.
- Knowledge of legal and ethical requirements.
- Have completed or be working towards a master's degree.
- Previous experience in public health research.
- Excellent general computer skills, including Microsoft Word, Excel, and PowerPoint.

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment.
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose, or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.

- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: _____

[Click here
to enter a
date.](#)

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment