

POSITION DESCRIPTION

Position Title:	Administration Officer – Renal Research
Business Unit/Department:	Operations
Division:	Western Health at Home
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 3 – Level 1 to Level 5 (HS3 to HS25)
Reports To:	Associate Professor; Operations Manager – Western at Home; Renal Research Team Leader
Direct Reports:	N/A
Date Prepared/Updated:	29 July 2026

Position Purpose

The Renal Research Administrative Officer position will work closely with the Renal Research Project Officer to assist in efficiently and effectively coordinate the clinical research activities within the nephrology unit. They will work within the Renal Research team to ensure a high-quality service is delivered that meets the needs of clients and patients, and adheres to current legislation. They will ensure all studies are conducted in an ethical, scientific and legal manner and foster an environment that encourages and supports clinical research.

The Renal Research Administrative Officer will employ an innovative and flexible approach to support the team. They will assist the Renal Research Project Officer and Renal Research Team Leader in seeking out new clinical trials and assist in key liaisons with sponsor feasibility officers. They will share the workload where applicable with team members to ensure that the following occurs: successful study start up, successful participant recruitment and successful study completion; that human ethics & governance submissions, annual reports, and amendments are submitted in an accurate and timely manner. They will assist in managing the incoming and outgoing invoices according to the relevant clinical trial contracts and agreements. The Renal Research Administrative Officer will assist the Project Officer and Team Leader to facilitate appropriate communications between study coordinators (SC) and consultants and other key staff required to support renal trials activities.

While the Team Leader has line management responsibility for the Renal Research Team, the Renal Research Administrative Officer may be required to provide leave and absence cover for the Project Officer where appropriate.

The Renal Research Administrative Officer may also provide administrative support for WHCDA and administrative support for the WHCDA trials Hub where workload permits.

Our Vision

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

Business Unit Overview
The Division of Western Health at Home provides a comprehensive range of inpatient, clinic based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health and administration staff. Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated and patient centred care. Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease. The division's medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab at Home, GEM at Home, Community Based Transition Care Program and Dialysis at Home, which deliver healthcare that would otherwise be provided within an inpatient setting. Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West.
Key Responsibilities
• Work to support the Renal Research Project Officer and Renal Research Team Leader to ensure all research activity is conducted in an ethical, scientific and legal manner • Assist the Renal Research Project Officer and Team Leader in employing an innovative and flexible approach to research coordination • Assist in managing the incoming and outgoing invoices according to the relevant contracts and agreements • Promote open lines of communication • Work with the Renal Research Project Officer Team Leader to coordinate the conduct of clinical research trials in collaboration with other health professionals and other organisations/people as appropriate • Organise research meetings and conferences as required • Assist the Renal Research Project Officer to 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 • Attain a thorough understanding of nominated clinical trial protocols • Work with the Renal Research Project Officer to set up, conduct and complete clinical trials in line with relevant guidelines, trial protocol, timelines and targets for recruitment • Aid the Study Coordinators in notifying GPs of patient's participation in trial and help advertise trials to external community/GPs as required • Where applicable, help to ensure accurate and timely completion of paper or electronic case reports and other study documentation such as patient follow-ups and laboratory investigations • Liaise with clinical trial monitors, data managers, research contract organisations and pharmaceutical sponsors (for data query resolution, source document verification, study product records) • Liaise with other health professionals within the hospital in the conduct of trials if required (such as pharmacy, laboratories, health information department, other wards) • Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement • Prepare hospital Ethics Committee submissions and reports in line with required timelines • Perform other duties as required • Providing administrative support to the WHCDA Steering Committee (including taking minutes, preparing agendas, booking meeting rooms and other duties as required).

Our Vision

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

- Support engagement with key WHCDA stakeholders such as general practice staff, the department of Health and Human Services and the Primary Health Network amongst others.
- Attend Good Clinical Practice Research Training when necessary
- Use and maintain project databases, including data entry
- Assisting as required with preparations of project presentations
- Liaising with other staff including volunteers who may be assisting in data entry
- Developing and maintaining comprehensive written Standard Operating Procedures (SOPs) for projects where required

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:

- Human Research Ethics Committee
- Nursing, Medical and Allied Health Staff
- Western Health Governance Office
- Pharmacy
- Laboratories
- Pathology
- Health Information Department
- Quality Partners
- Team Leader Renal Research
- Project Officer Renal Research
- Operations Manager
- HOU Nephrology
- WHCDA Manager, Director and Steering Committee Members
- Governance and Ethics Officers
- WH GP Liaison Manager
- WH GP Advisor
- Renal Service Clinical Trial Coordinators

External:

- Research contract organisations
- Pharmaceutical sponsors
- Community Health Care providers
- Renal Trial Networks
- Trial Coordinator Networks
- Tertiary Organisations
- Primary Health Network
- Department of Health and Human Services
- General Practitioners, Practice Managers, Practice Nurses
- Our partner academic and medical research institutions
- Commercial partners
- Peak bodies

Selection Criteria

Essential:

- Appropriate tertiary qualifications in a relevant discipline OR demonstrated experience in an administration role within a public health service
- Broad understanding of the health and medical research environment in Victoria and Australia, particularly within a public health service.
- Sound understanding of the NHMRC National Statement on Ethical Conduct in Human Research (2007)
- Experience in supporting the implementation of projects in a public health service

Our Vision

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

- Sound understanding of the Australian Code for the Conduct of Responsible Conduct of Research (2007)
- Demonstrated high level administrative, organisational and interpersonal skills
- Demonstrated high level oral and written communication skills
- The capacity to operate autonomously and be self-motivated and not only responsive to obvious needs but to be pro-active to initiate actions
- Ability to manage a diverse range of concurrent activities
- Ability to contribute effectively as a participative team member within a team environment
- Strong commitment to change and accountability Working knowledge of medical and scientific terminology
- Current Drivers licence
- Own car to use for travel to general practices and stakeholder meetings

Desirable:

- Demonstrated successful history of coordinating research/and or ethics activity in a hospital environment
- Clinical experience in a health setting or experience in a health services environment.
- A commitment to Western Health values: Compassion, Accountability, Respect, Excellence and Safety
- Good Clinical Practice Training

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 the course of 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- 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

Our Vision

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

- 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 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: _____

Employee's Signature: _____ Date: _____

Our Vision

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