JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described		
POSITION DETAILS:	**Position Title:**	**CLINICAL RESEARCH MANAGER, DIABETES RESEARCH GROUP**	
Research Focus Area:	Chronic and Severe Diseases	**Department:**	Children's Diabetes Centre
Position reports to: (role)	Director, Children's Diabetes Centre		
Location: *include all possible locations*	Perth Children's Hospital		

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

The Clinical Research Manager works as part of Children's Diabetes Centre providing support to the Principal Investigators of clinical trials and other related research projects. Key objectives of this role are coordination and management of multi-site research projects across paediatric hospitals around Australia, and coordination of research resources to ensure the collection of high quality research data and the production of outstanding research outputs.

This position will manage the day to day operations and strategic development of clinical research within the Children Diabetes Centre. The position will provide leadership to the Clinical Trials Team and contribute to the strategic development of the Children's Diabetes Centre with an emphasis on establishing and maintaining the Centre as a global centre of excellence. The position will broker effective partnerships between internal and external groups to ensure research is relevant, responsive and effectively integrated into policy and practice.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*				
Key Position Accountabilities What are the main areas for which the position is accountable	***% of Total Role***	***Inputs:*** What are the key activities or tasks to be carried out?	***Outputs:*** What are the expected end results?	***Measures:*** How it is measured
Clinical trial management	60	• This position will lead the development, execution and completion of clinical trials within the Centre. • Responsible for all aspects of Centre multicentre clinical trials in Australia. • Working closely with collaborative project teams' national and internationally. • Oversee recruitment, monitoring visits, staff training, contracts and budgets. • Responsible for achieving set milestones and reporting requirements for each study. • Manage the day to day running of this project. • Manage stakeholder relationships with investigators and research nurses at the participating hospitals and centres. • Manage communication strategy, risk management strategy.	• Oversee and lead the management team • Manage multicentre teams • Engagement in collaborative projects • Smooth operation of trials • Ensuring milestones are met and reported on • Smooth running of the project • Effective communication strategies practiced	• Well managed team • Smooth running of multicentre trials • Level of involvement • Reporting deadlines met • Success in the project • New clinical trials commenced

Research Administration	20%	• Prepare, submit and monitor grant applications • Generate and maintain standard operating procedures • Organise and participate in team meetings • Manage expenses, budgets and finance reports • Active participation in working groups, committees • Project monitoring and reporting	• Seek and secure grant funding • Facilitate and maintain effective team organisation and communication • Contribute to the operation of the wider working environment • Communication and Project management strategies • Leadership • Relationships between Researchers and Practitioners	• Timeliness of grant applications and reports • Number of grant submissions, success rate and value • Relevance of standard operating procedures Meeting reporting timelines • Timeliness to complete administrative duties
Ethics and Governance	10	• Lead and support the preparation and submission of relevant applications for ethical, regulatory and governance approval for new studies and subsequent reporting activities for all ongoing studies	• Documentation for submissions and/or updates is complete and correct.	• Meet deadline for submission. • Lack of preventable errors in submission documents • Timely approval of project applications and amendments.

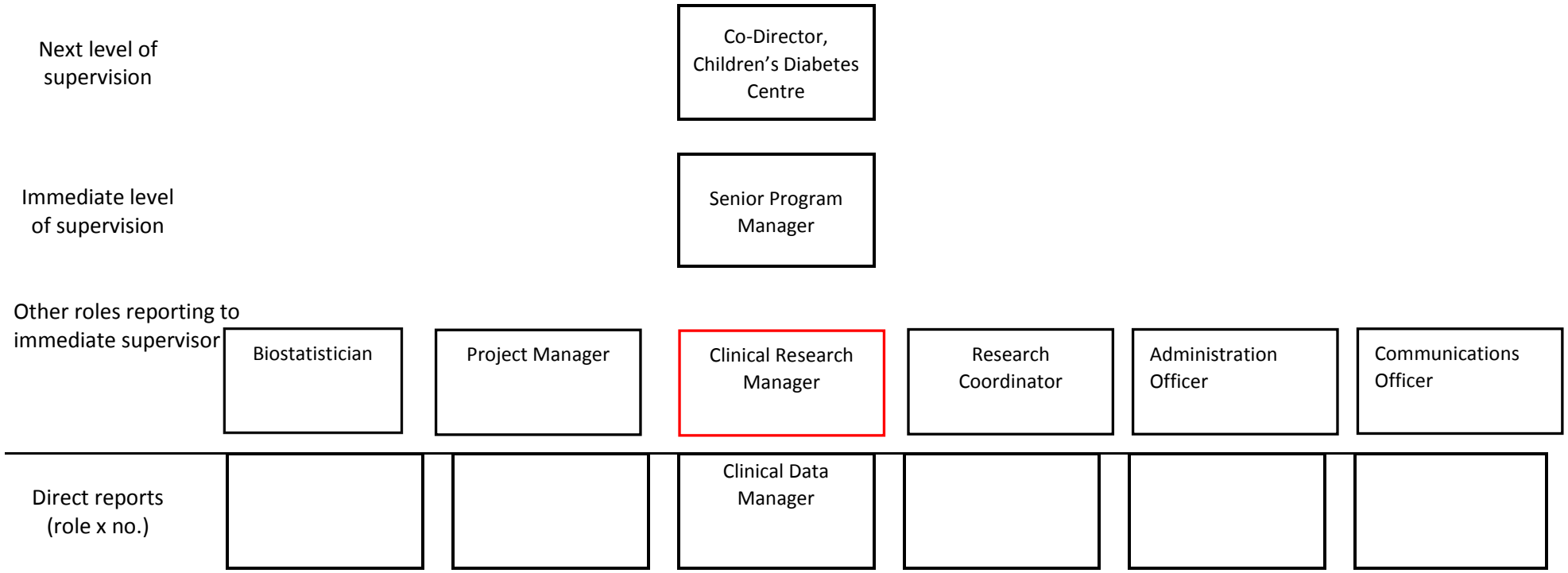
Leadership and Team membership	10	• Ensure a cohesive and collaborative team environment is maintained – both with internal (direct team members) and external (other institute staff and other departmental staff. • Supervise and mentor staff • Propose research projects for potential students • Lead and maintain a harmonious Technology research team • Assist the Senior Program Manger to contribute to the broader strategic agenda of the Centre • Raise the profile of the centre. • Support the team in the production of the annual report, and other reports as required. • Provide regular performance feedback and conduct performance reviews where appropriate • Prepare and give presentations as required • Stakeholder engagement	Provide mentorship in clinical diabetes research Foster a positive and productive team environment Ensure the learning, development and growth of staff and students Ensure internal and external stakeholders are informed as necessary	Harmonious and motivated work environment Feedback from team members and collaborators Quality of performance reviews conducted Feedback from Stakeholders

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Tertiary qualification in a relevant discipline (health, biomedical science).

Skills, Knowledge & Experience:	• Demonstrable passion and vision for paediatric health research • Demonstrated project management experience in a clinical research environment • Demonstrable clinical trials management expertise • Experience in people management • Demonstrated ability for strategic thinking • Experience in communicating information to a variety of people and organisations • Excellent interpersonal, verbal and written communication skills • Evidence of well-developed problem-solving ability • Meticulous attention to detail
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Postgraduate qualifications
Skills, Knowledge & Experience:	• Previous experience in managing research programs • Experience in managing multisite clinical research trials • Interest and experience in research translation, project management, and implementation • Ability to manage flexibly, their own and team's priorities, in response to shifting opportunities and external drivers
SCOPE:	
Financial accountability: Does this role have accountability for a budget?	
• Yes	
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?	

No. of direct reports	TBA	No. of indirect reports	TBA

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)



ADDITIONAL INFORMATION:
is there any additional information that needs to be understood to explain this role?