

CLINICAL ONCOLOGICAL SOCIETY OF AUSTRALIA
Position Description

POSITION TITLE: COSA & Cooperative Groups Enabling Project Coordinator
REPORTS TO: Executive Officer (direct) and Steering Committee
JOB STATUS: Full time 35 hrs per week
HOURS: Monday to Friday

BASIC FUNCTION:

Reporting to the Executive Officer, and the Chair of the Steering Committee, the Program Coordinator coordinates the work of the Enabling Project by facilitating the work of all committees, sub-committees and working parties.

ESSENTIAL CRITERIA:

- Thorough understanding and experience working with clinical trials in cancer
- Experience in project management, including the preparation and management of budgets
- Experience in the provision of high level secretariat support to committees
- Experience in preparing reports and grant applications
- Experience developing and delivering training programs
- Demonstrated previous experience building and developing relationships with internal and external stakeholders
- High level negotiation and facilitation skills
- Ability to prioritise work and manage competing demands
- Excellent organisational and time management skills
- Tertiary qualifications in a health, science or related discipline
- Excellent written and oral communication skills
- High level computer skills, particularly Windows-based software

DUTIES:

- Supports the COSA & Cooperative Groups Enabling Project Steering Committee and Executive committee
- Principal liaison between stakeholders, service providers and committees involved with the project
- Coordinate and Chair the COSA Executive Officers Group, executing and directing work
- Support and facilitate the COSA & Cooperative Groups Enabling Project Steering Committee and Executive Committee, including preparation and compilation of meeting papers, completing minutes, drafting reports and follow-up of actions arising
- Coordinate and contribute to the preparation of annual budgets and strategic/business plans
- Identify novel sources of funding such as strategic grant opportunities
- Coordinate, develop and deliver a quality assurance training program for clinical trials (including workshops and online content)
- Facilitate the roll-out, promotion and evaluation of the education program
- Initiate new projects in key target areas as directed by COSA
- Work with the Principal Investigator and EO to identify opportunities to build capacity for COSA
- Raise correspondence with associated parties as necessary
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organization
- Other duties as required

RELATIONSHIPS:

- Reports to the COSA Executive Officer and the Steering Committee.
- Supervises staff employed for the COSA & Cooperative Groups Insurance & Enabling Project
- Maintain strong internal working relationships specifically with staff of COSA and CCA.
- Maintains good working relationships specifically with the COSA President, Executive, Council, Chairs of the Cooperative Trials Groups, Executive Officers and CCA
- Develop and foster collaborations / relationships with other cancer cooperative research groups, and other stakeholders for the benefit of COSA

PERFORMANCE ASSESSMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. They will have clinical research management experience and possess excellent communication and organisational skills. The incumbent also needs to possess strong computer literacy and be proficient with Microsoft Excel and Word.

BENEFITS

- Working in an organisation with a recognised cause
- National not-for-profit organisation
- Friendly, satisfying working environment
- Ability to salary sacrifice as per FBT provisions for Public Benevolent Institutions.

POSITION DESCRIPTION REVIEWED

COSA Executive Officer June 2010

Applications close **Friday 2 July 2010**. To apply, email or post your application to:

The Executive Officer
Clinical Oncological Society of Australia
GPO Box 4708
Sydney NSW 2001

Email: cosa@cancer.org.au

For further information please contact COSA on 02 8063 4100.