



Clinical Research Manager

The Organisation

The Australasian Gastro-Intestinal Trials Group (AGITG) conducts collaborative multidisciplinary clinical trials and related translational research investigating new treatments for gastro-intestinal cancers.

Gastro-intestinal cancers affect the oesophagus, stomach, liver, gall bladder, pancreas, bowel, rectum and anus. Collectively these cancers are the most common form of cancer in Australia, affecting over 24,000 Australians each year and claiming a devastating 33 lives each day.

AGITG research has led to improvements in both the life expectancy and quality of life of people diagnosed with gastro-intestinal cancer.

The organisation was established in 1991 and is recognised internationally for conducting high quality research and has well established international collaboration links with the United Kingdom, Europe, Asia and North America.

gicancer.org.au

The Role

The Clinical Research Manager is responsible for supporting the development and conduct of new collaborative research including supporting AGITG research committees, planning and implementing research generation activities and managing small scale or pilot research projects.

Key Responsibilities

- Support AGITG's clinical trial projects and priorities with the Chair, CEO and research teams
- Support the new research development process
- Manage multiple complex research projects in a clinical research environment including concise reporting
- Develop and execute communication plans (internal and external) for individual projects with multiple stakeholders
- Administration and management of contracts and budgets
- Prepare standard operating procedures for trial operations
- Meeting organisation to support projects and achieve effective outcomes
- Maintain supportive and effective relationships with AGITG Investigators
- Lead problem solving and resolution efforts to include management of risk & contingencies
- Advise and influence effective outcomes with internal and external stakeholders
- Manage study protocol development ensuring appropriate inputs and participation
- Project development and negotiation with funders cooperatively with senior management
- Develop procedures to support the business area and key projects
- Undertake any other duties relevant as required by the Chief Executive Officer.

Key Skills

- Demonstrated competency in strategic thinking; capable of seeing the big picture and bringing together all the key elements for success
- Demonstrated experience in health research, including clinical trials, preferably in oncology
- Experience in health related ethics submissions and document preparation including protocol development knowledge
- Site selection, management and clinical monitoring experience in accordance with ICH GCP
- Prior experience working with multidisciplinary medical, health and research teams
- Demonstrated organisation, problem solving and analytical skills within a health research setting
- Strong verbal communication skills to liaise with variety of people in business, government and health sectors
- Deadline focused with excellent time management skills

Other

- High level attention to detail and accuracy
- Ability to manage multiple and competing priorities
- Proactive, energetic and creative
- Ability to work independently and as part of a team
- Demonstrated ability to identify problems, make recommendations and implement appropriate solutions
- Evidence of working in a dynamic, energetic and positive manner, where change and development are welcomed as challenges rather than obstacles
- Demonstrated initiative, flexibility and commitment

Training

- Tertiary qualifications in science or healthcare discipline
- Current GCP certificate

Reports to

Chief Executive Officer

Term

This is a full time role for an initial 12 month contract and potential for ongoing employment.

How to apply for this job

Please submit a cover letter addressing the selection criteria alongside your CV to AGITG@gicancer.org.au, using the subject line: Clinical Research Manager application