

NEW POSITION: **Clinical Trial Assistant**

A unique opportunity to enter the clinical research industry working with investigator-initiated clinical trials

Immediate start
Full time
Richmond

The Australasian Leukaemia & Lymphoma Group (ALLG) is the leading national cooperative group that specialises in establishing investigator-initiated clinical trials for patients with a haematological (blood) cancer. The successful candidate will be responsible for supporting ALLG clinical trials, primarily performing data entry, data cleaning and other administration tasks to assist with central coordination of ALLG multisite trials. The position requires a 'can do' attitude, willingness to learn, high attention to detail and demonstrated ability to multitask and prioritise work under tight deadlines. Effective communication skills, both verbal and written, are essential. The position will suit someone looking to gain exposure to the clinical trial research industry, and will offer a unique opportunity to be part of a team dedicated to research excellence in a progressive setting.

Key Skills and Criteria

- Tertiary qualification, or progress towards tertiary qualification, in a health or science field
- Experience in data entry and management of data
- Ability to multitask under tight deadlines and prioritise work
- High attention to detail
- Ability to problem solve and work autonomously, but seek direction when required.
- Demonstrated organisational skills including the ability to work with minimal supervision on defined projects
- Computer literate with MS Word, Outlook, Excel, Powerpoint, Access
- Excellent oral and written communication skills, including telephone and email communication

Desirable

- Understanding of medical terminology, ideally oncology or haematology
- Experience in electronic data capture systems and familiarity with electronic case report forms
- Experience in clinical trials, particularly clinical trial data
- Demonstrated understanding of Good Clinical Practice, ethical and privacy guidelines and applicable industry standards in data management
- Familiarity with clinical trial protocol design and statistical concepts

The ALLG as a not-for-profit organisation offers salary packaging entitlements.

For further information or **to request the position description**, contact Megan Sanders, ALLG Program Manager on ph (03) 8373 9707 or megan.sanders@allg.org.au.

To apply send your CV and a cover letter addressing the key skills and criteria to megan.sanders@allg.org.au by 9am Wednesday 23 May 2018.