



Clinical Trials Coordinator - Faculty of Medicine and Health Science

Auckland, New Zealand

Contract

Campus: Grafton Campus

Contract Type: Fixed-Term

Position Number: 55565349

Job Description

The University is Aotearoa New Zealand's pre-eminent higher education institution and a comprehensive, research-intensive, and international university, as reflected in our global ranking – 85 in the 2021 QS World University Rankings and 1st in the world in the THE University Impact Rankings. The University of Auckland is home to high-quality nutrition research and teaching. The Discipline of Nutrition is integral to this, with distinguished researchers undertaking vital research in nutrigenomics, functional foods, prostate cancer, inflammatory bowel disease and paediatric nutrition.

To support a study into the nutrition intervention in infants, we are seeking a capable clinical trial coordinator on a **two-year fixed-term** appointment. This will be a **full-time** appointment, but we're also **open to considering a job share opportunity**, so if you are interested in a part-time position, please do indicate in your cover letter.

Te Whiwhinga mahi | The opportunity

This role is dynamic in that you will have both a strategic overview of the project and carry operational tasks. One day your focus could be devoted to overall coordination and project management including the recruiting, screening and enrolling study participants and other financial administration duties. The next could involve conducting baseline and follow up appointments which will involve weighing and measuring infants, the collection of biological samples and escorting study participants to community phlebotomy services.

For more detailed information, please refer to the position description.

He kōrero mōu | About you

You will be as agile as the role requires, being able to flex between working independently, alongside the project team or closely with a PhD student.

Previous experience in clinical trials and protocols in young children, an understanding of the principles of GCP, case report forms, informed consent, and source documents; and an understanding of good clinical practice would be advantageous.

Additionally, you will also pride yourself on your:

- Understanding of project management tools and practices
- Strong computer literacy skills
- Ability to anticipate problems relating to projects and to propose solutions.
- Excellent communication, organisational skills, and attention to detail

You will also hold a full driver's license and be willing to travel to collect biological samples

Ngā āhuatanga kei a mātou | What we offer

The University of Auckland (42,000 students) is New Zealand's leading university and maintains significant computational, laboratory and analytic facilities. Auckland itself is frequently rated as one of the world's most liveable cities.

The University is committed to providing an excellent working environment through:

- Flexible employment practices (including working from home, flexible hours)
- Up to 6.75% company superannuation scheme
- A competitive salary with five weeks' annual leave

In addition, we also offer career development programmes, discounted car parking, a generous parental leave allowance, childcare and a number of other discounts on internal and external services.

For more information please visit [Staff Benefits](#).

Me pēhea te tuku tono | How to apply

Please note we are happy to answer your questions but we do not accept applications by email.

Applications must be submitted online, by the closing date of **21st of July 2021** to be considered. Please include your cover letter and CV highlighting your suitability for this position.

<https://jobs.smartrecruiters.com/TheUniversityOfAuckland/743999759423100-clinical-trials-coordinator-faculty-of-medicine-and-health-science>

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The University is committed to meeting its obligations under the Treaty of Waitangi and achieving equity outcomes for staff and students in a safe, inclusive and equitable environment. For further information on services for Māori, Pacific, women, LGBTQITakatāpui+, people with disabilities, parenting support, flexible work and other equity issues go to www.equity.auckland.ac.nz

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In accordance with our commitment to equitable recruitment, the University welcomes applications from all suitably qualified and experienced candidates. In response to COVID-19 the New Zealand Government has imposed a travel ban and are currently only allowing New Zealand Residents, Citizens and visa holders meeting a strict exception policy to enter the country, all of whom must currently enter Government approved quarantine for two weeks on arrival.

It is uncertain when these border restrictions will change, and this may impact the degree to which an offshore candidate can engage in the interview process; or be available to commence in a new position. For more information and updates on the border restrictions visit the [Immigration New Zealand website](#) or the [New Zealand Government's official Covid-19 website](#).

Additional Information

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