A more equitable world through better health.

Burnet
reach for the many

POSITION DETAILS

TITLE	**Research Coordinator**
CLASSIFICATION	SRO1 - SRO4: $118,263 - 131,561 (pro-rata) + super + salary packaging
TIME FRACTION	0.6 - 1.0FTE
CONTRACT TYPE	18 months, Fixed term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Rachel Craik
DIRECT REPORTS	Nil
LAST UPDATED	April 26

POSITION SNAPSHOT

The Research Coordinator is a member of the Global Women's and Newborn's Health team within the International Development Discipline at Burnet Institute. The successful applicant will work alongside a dynamic and experienced group of health researchers and practitioners. In this role, you will join the Research Operations Team and contribute to a range of research activities focused on pre-eclampsia, anaemia and gestational diabetes, being conducted in Kenya, Ghana, India, and South Africa.

Working across a diverse portfolio, the Research Coordinator will be responsible for managing large, multi-country research projects. Core responsibilities include leading the day-to-day delivery of studies, preparing and coordinating ethics and regulatory submissions, developing standard operating procedures (SOPs), conducting in-person site visits for training and monitoring, and monitoring study progress on a day-to-day basis to ensure high-quality implementation.

The postholder will collaborate closely with study site teams including project coordinators, researchers, and data managers as well as with the wider research partners to ensure the delivery of high-quality, compliant clinical research. Success in this role requires proactive and effective communication with team members, partners, and collaborators to support efficient study execution and maintain alignment with timelines and regulatory standards. Experience in managing primary research projects in maternal health is desired.

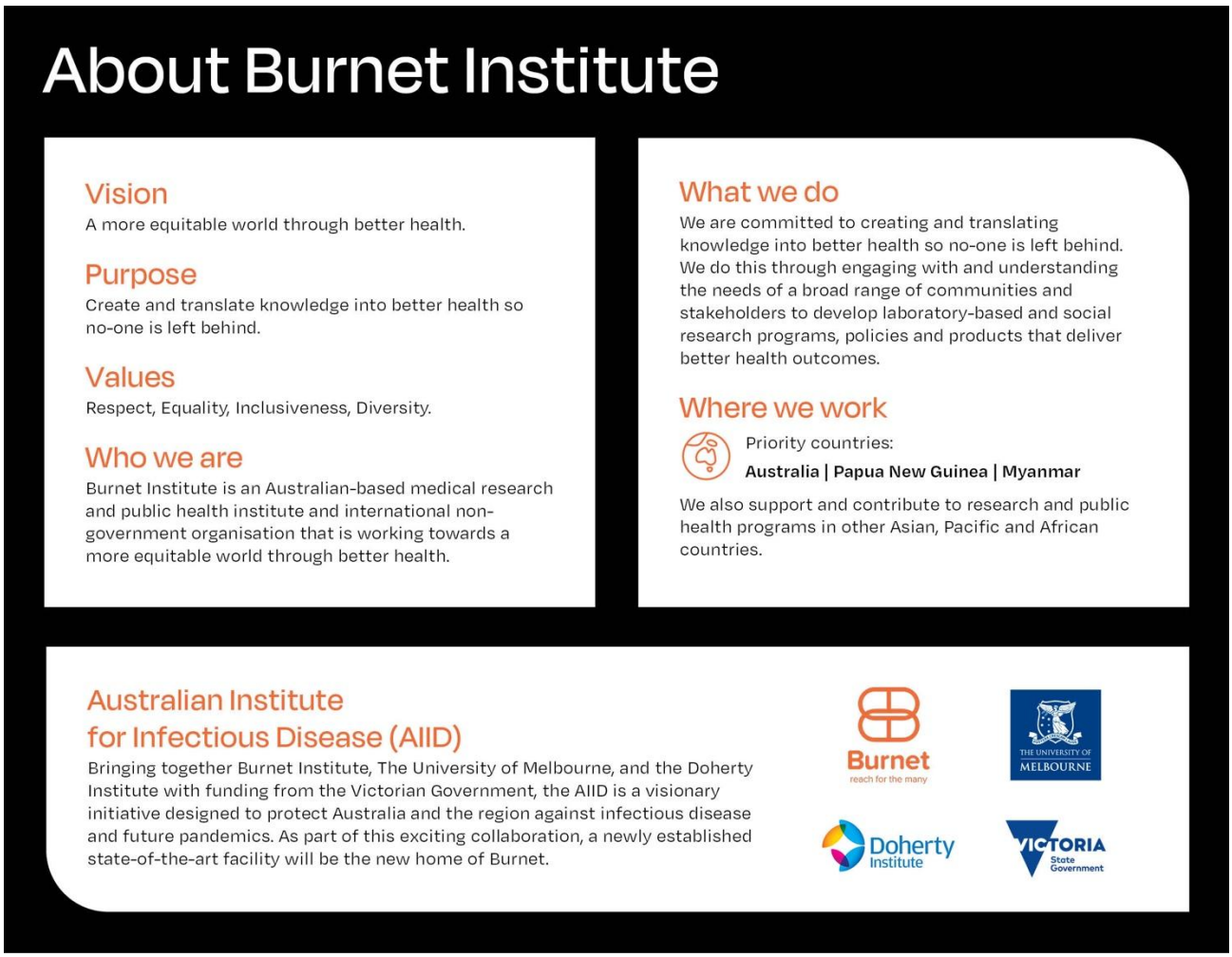
KEY RESPONSIBILITY AREAS

1. **Research project management**	• Coordinate the day-to-day operational delivery of research studies across multiple international jurisdictions. • Develop and maintain study timelines, trackers, and project documentation. • Support logistical planning, including study materials, training sessions, and stakeholder meetings. • Travel to multiple international sites to implement project goals, monitor study activities and conduct study training.
2. **Ethics and Regulatory Submissions**	• Prepare, submit, and track ethics and regulatory applications and amendments. • Ensure site-level approvals and study documentation remain compliant with local and international regulatory requirements. • Maintain version control and filing of all regulatory documents.
3. **Quality Assurance and SOP Development**	• Co-ordinate the development, review, and updating of study SOPs and manuals. • Monitor study progress, quality metrics, and adherence to study protocols. • Identify operational challenges or risks and escalate issues appropriately to ensure timely resolution.
4. **Collaboration and Stakeholder Engagement**	• Liaise regularly with study site teams, including project coordinators, researchers, clinicians, and data managers. • Coordinate communication and information flow across multi-country teams to ensure clarity, alignment, and consistency.

		• Support strong collaborative relationships with external partners, implementing organisations, and key stakeholders. • Participate actively in team meetings, steering committees, and working groups as required. Considering study locations and time differences, some out-of-hours calls are anticipated.
5.	**Study Outputs and Reporting**	• Contribute to project deliverables by preparing written reports, slide decks, and study updates for internal and external audiences. • Support academic dissemination, including contributing to journal article preparation and other scholarly outputs related to study activities.
6.	Training	• Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	**Undergraduate qualification** in science, public health, or another field relevant to reproductive, sexual, maternal, and/or newborn health.	Essential
2.	**Minimum of 3 years' experience managing clinical trials and/or observational research**, with a strong understanding of trial operations, study conduct, and the clinical research lifecycle.	Essential
3.	**Strong understanding of ethics and regulatory processes** for clinical and/or observational research, including preparation of submissions and amendments.	Essential
4.	**High-level communication and interpersonal skills**, with demonstrated experience working collaboratively with diverse teams and international stakeholders.	Essential
5.	**Ability to work independently** while contributing effectively to a large, multi-disciplinary team focused on achieving shared goals.	Essential
6.	**Exceptional organisational skills** and a demonstrated ability to prioritise tasks, manage competing deadlines, and maintain attention to detail in a fast-paced environment.	Essential
7.	**Demonstrated motivation, initiative, flexibility, and cultural/political sensitivity**, particularly when working across international settings.	Essential
8.	**Willingness and ability to undertake international travel** to trial sites for training, monitoring, and study oversight responsibilities.	Essential
9.	**Technical, scientific, or clinical background in maternal and newborn health Research experience in international or low- and middle-income country (LMIC) settings**	Desirable



OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed here. This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	**Indirect Contact With Children**

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au