

A more equitable world through better health.



POSITION DETAILS

TITLE	Research Coordinator
CLASSIFICATION	SRO4 (\$108,406 + Super + Salary Packaging)
TIME FRACTION	0.8 FTE
CONTRACT TYPE	12 months, Fixed Term. 1 July 2026 to 30 June 2027
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Director, Portfolio Strategy & Operations
DIRECT REPORTS	Nil
LAST UPDATED	May 26

POSITION SNAPSHOT

The Research Coordinator will be primarily responsible for the implementation of the Effectiveness of germicidal ultraviolet Light in an Upper room Configuration In Decreasing COVID-19 in Aged-care Residential facilities (ELUCIDAR) clinical trial and ensuring it is conducted according to the protocol and clinical trial requirements. This includes engagement with sites, coordinating research and operational activities, supporting data collection and documentation, organising researcher and stakeholder meetings, preparing and managing trial documents, and liaising with project stakeholders. The research coordinator will provide support to the Principal Investigator of the study and will review specific roles, responsibilities and delegations with them.

In addition to the primary project responsibilities, the Research Coordinator will provide general research coordination advice and support to other research projects as required. This may include sharing expertise on research governance, ethics compliance, data management practices, and stakeholder engagement strategies. The coordinator may as required serve as a resource for the broader Know-C19 team, offering guidance on best practices in research coordination while maintaining focus on their core project commitments.

KEY RESPONSIBILITY AREAS

1. RESEARCH COORDINATION AND MANAGEMENT	<ul style="list-style-type: none">Primarily support the Principal Investigator by providing oversight of the management, conduct, and implementation of the Effectiveness of germicidal ultraviolet Light in an Upper room Configuration In Decreasing COVID-19 in Aged-care Residential facilities (ELUCIDAR) study.Ensure research projects are conducted according to the protocol and guidelines for relevant legal, regulatory, and ethical bodies, including Good Clinical Practice (GCP), the International Conference of Harmonisation (ICH) guidelines, and NHMRC as appropriateEnsure all clinical trial documentation is complete, appropriately stored / filed and compliant with GCP before trial commencement, during the trial and until trial close out as required.Prepare all HREC (Human Research Ethics Committee) documentation for study submissions or amendments, and provide study progress and final reports as required.Manage study documentation, including protocol and standard operating procedure (SOP) amendments as required.Adhere to, support and develop research specific policies, essential study documents, standard operating procedures and guidelines, as required.Support coordination of site data collection and management and preparation of study reports for the principal investigator, in collaboration with the biostatistics and data management teams as required.Support and coordinate safety reporting in line with requirements of the Trial Protocol and HREC.Support the engagement of site staff as required.Support and coordinate project or research presentations, dissemination of results and manuscript preparation as required.Prepare and coordinate meeting agendas, reports and presentations as required
2. PROJECT MANAGEMENT	<ul style="list-style-type: none">Work collaboratively with the study Principal Investigator and relevant technical and management staff to effectively deliver the ELUCIDAR study.

	<ul style="list-style-type: none"> Develop, implement and manage project plans as appropriate, tracking task completion and identifying delays as required. Monitor and document project risks, delays and remediate or escalate issues, including to senior management as appropriate. Oversee project administrative tasks and meeting coordination (develop agenda, minutes, action registers), with support of administrative staff as required. Coordinate project reporting requirements as required. Coordinate and support the financial and human resource management of research projects, as required, working with the relevant project and institute staff. Undertake financial monitoring and analysis as appropriate, including expenditure [budget v actual], budget and forecasting, contractual implications of variations to program implementation; including supporting other activity leaders as appropriate. Oversee financial reporting and invoicing to Donors and stakeholders as required. Lead the acquittal drafting process in accordance with donor requirements as required. Coordinate project-level budgeting and planning with input from activity leaders and technical staff as needed. Ensure research projects are compliant with Burnet procedures, including financial management, Donor and contractual obligations as required.
3. STAKEHOLDER ENGAGEMENT AND COMMUNICATION	<ul style="list-style-type: none"> Develop and maintain effective relationships and communication with project external stakeholders, investigators, the sponsor, other Burnet staff and collaborators. Plan and coordinate events in project development and conduct stakeholder engagement as required. Advise key stakeholders, investigators and clinicians on research governance standards, procedures and documentation required as appropriate. Support and coordinate project communications in collaboration with Burnet communications (media) and stakeholder teams as required.
4. PEOPLE MANAGEMENT & TRAINING	<ul style="list-style-type: none"> Provide general research coordination advice and support to other Know-C19 projects, as required. This may include sharing expertise on best practices in research coordination, research governance, ethics compliance, data management practices, and stakeholder engagement strategies. Support and mentor junior research and administrative support staff on research projects as required. Work alongside senior Burnet research staff to support the supervision of students working on research project as required. Support and be involved in the professional development of Know-C19 staff, including annual Burnet staff Professional Development Framework activities.
5. TRAINING	<ul style="list-style-type: none"> Responsible for completing all required training in line with the position / role, including maintaining current Good Clinical Practice accreditation.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Previous experience as a clinical trial or public health research coordinator with skills in research management and project management.	Essential
2.	Demonstrated knowledge and/or training in good clinical practice, research ethics, research integrity and guidelines governing clinical trials	Essential
3.	A relevant tertiary qualification in science, health science, public health or a related discipline	Essential
4.	A post-graduate degree in public health, research, project/program management or equivalent qualification in a related area	Desirable
5.	Demonstrated ability in project management, incl financial and administration, of a large research project or portfolio and undertaking research related tasks as part of a team in a timely and effective manner	Essential
6.	Demonstrated skills in the conduct of clinical trials including protocol management, documentation and file management, data collection and management, safety and adverse event reporting, basic statistical analysis, research writing and presentation / manuscript preparation	Essential
7.	Demonstrated strong communication and stakeholder engagement skills	Essential
8.	Experience as a health care worker e.g. nursing, allied health or other; preferably in the aged care sector	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

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

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	No Contact With Children
LOCATION OF CONTACT	NA

ENQUIRIES

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