

Job Title: Project Coordinator, BCBA Clinical Quality Registry Platform**Location: Flexible****Fixed term full-time position****About Us:**

Brain Cancer Biobanking Australia (BCBA) is a national consortium of brain cancer clinicians, researchers, biobankers, and consumers. Our mission is to improve outcomes for brain cancer patients through research. BCBA coordinates national projects focused on facilitating collaborative, translational brain cancer research.

Job Summary:

BCBA is the recipient of an MRFF 2022 Australian Brain Cancer Research Infrastructure Grant to develop an integrated network of platforms to support brain cancer research, including a Clinical Quality Registry: the Australian Brain Cancer Registry (ABCR). The project coordinator is responsible for providing operational project management support and advice to ensure the efficient implementation of the Clinical Quality Registry project plans, activities, and tasks across multiple workstreams. This role plays a crucial role in coordinating various project stakeholders and fostering effective communication to ensure the successful achievement of project deliverables. For more information click here, bit.ly/AusBCregistry

Key Responsibilities:

- Provides operational project management support activities to contribute to the planning and establishment of project/s.
- Manages the development and implementation of work stream project plans to meet overarching project objectives.
- Implements project governance and reporting procedures to monitor project delivery.
- Builds relationships and manages project communications with stakeholders.
- Provides project financial management support to the Project Director/Manager.

Required Skills:

- Excellent interpersonal, verbal and written communication skills with sound negotiating and conflict resolution skills and a demonstrated level of tact and discretion in dealing with a variety of matters.
- Excellent administrative skills, coupled with a general understanding of the project life cycle, project documentation, project standards and methodologies.
- Effective management of a diverse group of key stakeholders on large or complex projects and the ability to develop/cultivate productive relationships with clinicians, researchers, research managers and consumers.
- Numeracy skills together with experience in controlling income/expenditure for reconciliation/budget tracking, and managing invoice payments and purchases for a project.
- Accuracy, attention to detail and highly organised. Planning, analysis and communication skills together with the ability to work according to strict deadlines and manage various demands.
- Ability to work both independently and as part of a team, taking initiative and exercising sound judgment in resolving matters that may arise as part of normal daily work.

Required Qualifications and Work Experience:

- Undergraduate qualification in medical research, a health profession, health-related data science or similar relevant experience.
- Prior experience in clinical registries or research using collection and storage of clinical data.
- Experience engaging with multiple diverse internal and external stakeholders with various professional backgrounds.
- Experience in research/information gathering for the compilation of reports, proposals and web-based resources.
- Understanding/knowledge of key issues facing the clinical registry sector in Australia, and a continuous learning mindset.

How to Apply:

Interested candidates should submit their CV and cover letter to ctc.bcba@sydney.edu.au

The candidate will be employed through project partner institutions based on where the ideal candidate is located.

Expression of Interest Deadline: 31 July 2024