The Royal Melbourne Hospital









Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team

Position Description

Clinical Trials Manager - Nephrology

The Royal Melbourne Hospital

THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First

People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

Together 2035 - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive fro excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

Strategic Pillars
Redesigning Together - We are redesigning world-class care
Thriving Together - We are thriving through inspiration & curiosity
Innovating Together - We are leading research excellence for clinical impact

Strategic Drivers
Systems Thinking
Digital Intelligence
Performance & Sustainability

The Royal Melbourne Hospital

Position Description

Position Title:	Clinical Trials Manager - Nephrology
Service:	Nephrology
Location:	The RMH Parkville
Reports To:	Clinical Operations Manager – Kidney Care Service
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028 / Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Classification:	Level 4 Research Nurse / HS4 Administrative Manager
Employment Status:	Full Time
Immunisation Risk Category:	Category A
Date of Review:	October 2026

POSITION SUMMARY

The Department of Nephrology at The Royal Melbourne Hospital (RMH) has one of the largest dialysis and kidney transplant programs in Australia and is recognised as a leading centre for nephrology clinical research. The Department conducts a diverse portfolio of investigator-initiated, collaborative and commercially sponsored clinical trials spanning kidney transplantation, chronic kidney disease, dialysis, diabetic kidney disease, genetic kidney disease and novel therapies aimed at reducing renal disease progression. Through participation in translational research and clinical trials, RMH patients are provided with access to innovative therapies prior to widespread availability.

The Clinical Trials Manager is responsible for the operational management and coordination of all clinical research activity within the Department of Nephrology. The position provides oversight of the nephrology clinical trials portfolio, including study start-up, recruitment, protocol delivery, governance compliance, financial management and study close-out activities. The role supports both investigator-initiated and commercially sponsored research and ensures all research activities are conducted in accordance with Good Clinical Practice (GCP), National Clinical Trials Governance Framework requirements, ethics approvals and applicable regulatory standards.

The Clinical Trials Manager provides leadership, supervision and professional support to the Nephrology Clinical Trials Coordinators and associated research staff. The role is responsible for workforce planning, staff development, performance management and fostering a collaborative, psychologically safe and high-performing research environment.

The position works closely with Principal Investigators, nephrology clinicians, the RMH Office for Research, sponsors, Contract Research Organisations, collaborative research networks and external stakeholders to ensure the successful delivery of research objectives and the continued growth of the nephrology research program. The Clinical Trials Manager also directly participates in protocol-related clinical activities, including

participant screening, recruitment, informed consent, study visits, clinical assessments and coordination of trial-specific procedures where required.

The role contributes to the development of innovative research programs, continuous quality improvement initiatives and the enhancement of RMH's reputation as a leader in nephrology clinical research. Working in accordance with the Melbourne Way, the Clinical Trials Manager leads with kindness, prioritises patient-centred care and collaborates across multidisciplinary teams to achieve excellence in research delivery and participant outcomes.

KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Ensure effective clinical trial workload allocation to achieve successful study start up, participant recruitment and study completion
- Attain a thorough understanding of nominated clinical trial protocols.
- Set up, conduct and complete clinical trials in line with Good Clinical Practice, relevant guidelines, trial protocols, timelines and targets for recruitment.
- Maintain fiscal responsibility within allocated trial funding and have financial reporting accountability.
- Screen patients for eligibility for clinical trials and maintain a screening log when required by the study protocol.
- Oversight of the departments consent process is in accordance with best practice and ensure appropriate consent is obtained from patients and / or their next of kin and ensuring accurate records are maintained.

Build the Nephrology research profile, including improving web presence, participate in ongoing EMR improvements for research activity, collaborate on outreach activities with research partners.

- Facilitate team meetings with Nephrology Clinical Trials Coordinators and Nephrology Clinical Trials Physician; and participate in other committees and working groups as delegated by Nephrology leadership.
- Report to the Nephrology Leadership team across the Nephrology Clinical Trial Portfolio.
- Ensure that the Clinical Trials Team is contributing to the regular Nephrology Research Seminar and Education Meetings.
- Liaise with RMH Office for Research with upkeeping standards and reporting as per the National Clinical Trials Governance Framework.
- Liaise with clinical trial monitors, data managers, research contract organisations and pharmaceutical sponsors.
- Provide education support regarding relevant rules and protocols relating to research, for example Therapeutics Goods Administration, Victorian and Australian Privacy Laws, Office of the Gene Technology Regulator, and local Human Research Ethics Committee requirements.
- Participate and contribute to improvement of policies, procedures and protocols within the Nephrology Service and identify areas of improvement. Oversee and assist in the preparation of clinical research documentation to ensure all research activity is conducted in an ethical, scientific and legal manner
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Ensure accurate and timely completion of paper or electronic case reports and other study documentation.

KEY RELATIONSHIPS

Internal

Nephrology Clinical Trials Coordinators

- Nephrology Clinical Trial Physicians
- Primary Investigators
- RMH Office for Research
- Other MH Research Staff
- Department of Nephrology Leadership group
- Ward based, outpatient and dialysis staff

External

- Nephrology Clinical Trials Coordinators
- Nephrology Clinical Trial Physicians
- Primary Investigators
- RMH Office for Research
- Other MH Research Staff
- Department of Nephrology Leadership group
- Ward based, outpatient and dialysis staff

KEY SELECTION CRITERIA

Formal Qualifications:

- Registered Nurses:
    - Registration as a Registered Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia. OR
    - Undergraduate certificate in health related field of study
    - Good Clinical Practice Certificate.

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment.
- A minimum of 4 years' experience in the clinical trials/research sector.
- Knowledge and demonstrated experience in the interpretation and implementation of legislation, regulatory and operational guidelines in clinical research including ethics and research governance requirements.
- Strong demonstrated communication skills.

Desirable:

- Clinical experience in the field of Nephrology
- Experience with pharmaceutical and or contracts research organisation sectors
- Experience in leading a clinical/research team.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements inherent in clinical trials.

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date