

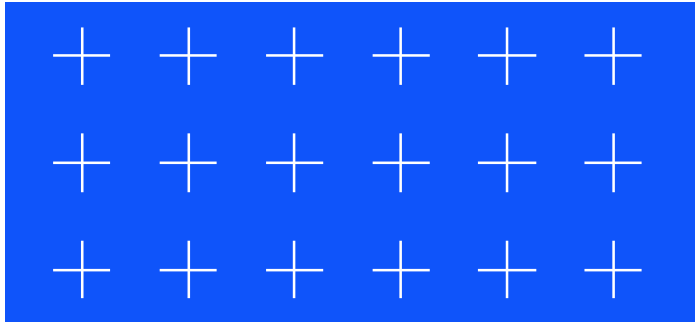
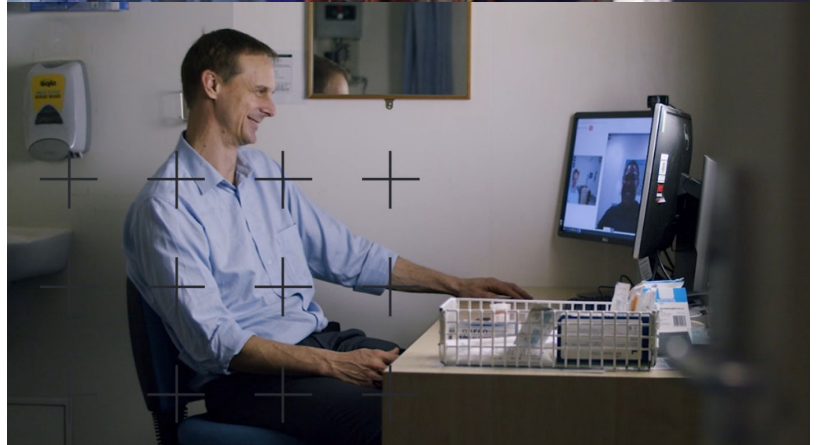


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

**Snow Centre for Immune Health:
Manager, Research Nurses**



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.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



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- b) Provide leadership and operational oversight of the research nursing team, including supervision, staffing coordination, training, performance management, leave planning and alignment of nursing activities with study protocols and program priorities.
 - c) Organise training sessions for research nurses on protocols, patient interactions, data collection and ethical considerations
 - d) Coordinate study start-up, implementation, and close-out activities
 - e) Manage ethics and governance submissions, amendments, renewals, and reporting across participating sites
 - f) Develop and maintain project plans, timelines, budgets, and risk-mitigation strategies
 - g) Develop and maintain nursing operational plans, including recruitment and visit schedules, nursing staffing and time requirements, budgets, and clinical risk mitigation strategies, in collaboration with the clinical team
 - h) Monitor study progress, enrolment, data quality, and milestone achievement
 - i) Identify operational challenges and implement solutions to ensure program success
 - j) Ensure compliance with all applicable regulations, institutional policies, and sponsor requirements
 - k) Support adherence to Good Clinical Practice (GCP) and ethical research standards
 - l) Coordinate monitoring activities, audits, and reporting of deviations or adverse events
 - m) Support development and maintenance of study documentation, SOPs, and manuals of operation
 - n) Assist with budget development, tracking, and financial reporting for the research program
 - o) Monitor study expenditures and resource utilization

KEY ACCOUNTABILITIES

- Successful execution of program milestones, timelines, and deliverables across all studies
- Effective coordination of multi-site activities to support recruitment, retention, and data completeness
- Adherence to regulatory, ethical, and institutional standards across the research program
- Readiness for audits, monitoring, and sponsor review
- Performance, engagement, and appropriate utilization of the research nursing team
- Adequate staffing, training, and oversight to meet protocol and participant care requirements
- Responsible use of program funds and alignment of expenditures with approved budgets
- Timely identification and communication of budgetary risks or variances

KEY RELATIONSHIPS

- Director, Snow Centre for Immune Health
 - Snow Centre Clinical Lead
 - Snow Centre Clinical Management team
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- Manager, Snow Centre for Immune Health
 - Snow Centre Clinical Program Coordinator
 - Snow Centre Clinical, Scientific, Operational & Professional Staff
 - Snow Centre for Immune Health stakeholders
 - RMH Office for Research
 - WEHI Research Ethics and Governance Team

KEY SELECTION CRITERIA

Essential:

- Bachelor's degree in nursing or higher relevant nursing qualifications
- Current Registered Nurse accreditation via AHPRA
- Demonstrated experience in the management and coordination of clinical research projects including ethics and governance submissions within an academic, hospital, or research institute environment.
- Experience in management and supervision of staff within the health or nursing sector
- Strong understanding of Good Clinical Practice (GCP), the National Statement on Ethical Conduct in Human Research, and relevant regulatory and institutional requirements.
- Ability to work both independently and within a collaborative team
- Flexible, adaptable, and strong problem-solving abilities
- High level of organisational skills and attention to detail, with capacity to manage multiple concurrent projects and priorities.
- Proficiency in using clinical research databases, and Microsoft Office applications.

Desirable:

- Postgraduate qualification in clinical research, or related field.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Submission of ethics, governance, amendments and reports on agreed timeline
- Regulatory compliance of studies in audits
- Recruitment targets are met and complete clinical datasets are collected
- Data entry and accuracy targets are met
- Retention of study participants over the study period
- Training, adequate staffing and performance management of nursing team
- Adherence to approved budget
- Identification of operational risks/issues and timely resolution



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
