Job Description

Position Title	Project Coordinator	**Level**	B
Reports to (role)	Head, Translational Allied Health	**Career Stream**	Program
Team	Translational Allied Health		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Project Coordinator will coordinate the day-to-day delivery of two multi-site projects: the ACE Study, a co-designed implementation study to improve follow-up of First Nations children hospitalised with lower respiratory tract infections (including its post-translation evaluation), and the IM+PACT Kids randomised controlled trial of airway clearance as an adjunct to antibiotics in children with protracted bacterial bronchitis and chronic suppurative lung disease.

As the team's research program grows, the role will extend to the coordination of new projects. The Project Coordinator works closely with the Head, research assistants, site investigators and clinical staff, First Nations research officers, and consumer reference groups.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Project Coordination & Delivery	• Coordinate the day-to-day delivery of the ACE Study and IM+PACT Kids RCT across all participating sites, in line with approved protocols, timelines and budgets. • Develop, maintain and communicate project plans, timelines, milestone trackers and risk registers. • Coordinate site establishment, initiation and activation (including new and pilot sites) and support site staff throughout recruitment and follow-up. • Monitor recruitment, retention and follow-up against targets and work with investigators and sites to address barriers. • Coordinate and support research assistants and site staff, including onboarding, training and delegation logs. • Prepare agendas, minutes and action logs for investigator, steering and reference group meetings. • Travel to regional, remote and interstate sites as required.	• Project milestones and recruitment and follow-up targets met within agreed timeframes. • Sites activated, trained and supported in line with project plans. • Risks and delays identified early and escalated to the Head and investigators. • Project plans, trackers and meeting records complete and up to date. • Positive feedback from the Head, investigators, site staff and partners.

	• Scope and support the establishment of new projects within the team's research program.	
Ethics, Governance & Regulatory Compliance	• Prepare, submit and track ethics and governance applications, amendments and progress and final reports across multiple committees and jurisdictions (including the CAHS HREC, the WA Aboriginal Health Ethics Committee and other state and site governance offices). • Maintain regulatory documentation including Trial Master Files, Investigator Site Files, protocol and consent form versions, delegation and training records, and trial registry entries. • Ensure projects are conducted in compliance with the protocol, GCP, NHMRC requirements and Institute policies, and support monitoring, audit and regulatory inspection. • Establish and maintain site agreements, contracts and data transfer agreements in liaison with Legal and research governance teams. • Implement and monitor data management plans, including data privacy, security and retention. • Record, escalate and report protocol deviations, incidents and any safety events as required.	• Timely and accurate ethics, governance and reporting submissions; approvals maintained throughout the project. • Complete, accurate and audit-ready regulatory documentation. • Projects delivered in compliance with GCP standards and regulations. • Agreements in place before site activation.
Recruitment and Data Management	• Support recruitment, screening and consent processes in line with approved protocols, including culturally secure consent with First Nations families. • Build, test and maintain REDCap databases and data collection tools, including user access, validation rules and automated participant reminders. • Coordinate participant follow-up, including questionnaires, parent-reported outcome calls and scheduling of blinded outcome assessments, and safeguard blinding procedures. • Conduct monthly data verification and quality checks, resolve queries, and produce audit and feedback reports for sites. • Maintain accurate screening, recruitment and retention logs and report on progress. • Provide cleaned, de-identified datasets to the project statistician and health economist for analysis.	• Data quality checks and logs completed and filed monthly. • Missing data and queries resolved in a timely manner. • Blinding maintained and recorded. • Datasets delivered for analysis on schedule.
Stakeholder Engagement & Cultural Governance	• Build and maintain relationships with hospitals, health services, Aboriginal Community Controlled Health Services, primary care and private clinic partners, local clinical leads and ward champions.	• Established, positive relationships with site and community partners. • Consumer reference group meetings held

	• Work with the First Nations lead, First Nations research officers and Aboriginal health leadership to ensure processes are culturally secure and that Aboriginal community governance and Indigenous data sovereignty are upheld. • Coordinate consumer and community involvement, including family and consumer reference groups, and feed back project progress and findings. • Support training of site staff and champions, including clinical and cultural training, and the distribution of project resources. • Maintain regular communication with partner sites, investigators and funders.	and input documented and actioned. • Processes confirmed as culturally secure by the First Nations lead and Aboriginal health partners. • Site staff and champions trained as planned.
Reporting, Translation & Team Contribution	• Prepare progress, milestone and funder reports and briefings for the Head and investigators. • Track project expenditure and site payments and flag variances to the Program Manager. • Support dissemination and translation of findings, including lay summaries, clinical and community resources, conference abstracts, manuscripts and reports to partners. • Contribute to grant applications and the scoping of new projects, including protocol, ethics, budget and consumer engagement inputs. • Identify and implement process improvements, and develop templates and standard operating procedures that can be reused across the team's projects. • Participate in team meetings and support colleagues and other projects within the team.	• Reports and briefings accurate and submitted on time. • Budget variances identified and escalated early. • Contribution to research outputs and grant applications acknowledged. • Templates and procedures adopted across projects. • Acknowledged as working collaboratively and effectively.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	• Tertiary qualification in a relevant field such as health sciences, allied health, nursing, public health, social science, or a related discipline.
Essential Skills, Knowledge & Experience:	• Demonstrated experience coordinating multi-site clinical trials or complex health research projects, including delivering to timelines and managing competing priorities. • Experience preparing ethics and governance applications and maintaining regulatory documentation in line with GCP and NHMRC requirements. • Experience using electronic data capture systems (e.g. REDCap) and managing data quality. • Demonstrated ability to build and maintain effective working relationships with clinicians, health services, researchers and community partners. • Demonstrated understanding of, and commitment to, culturally secure research with Aboriginal and Torres Strait Islander peoples, including Indigenous governance and data sovereignty. • Excellent written and verbal communication skills, including preparation of reports, resources and lay summaries. • Strong organisational skills and attention to detail, with the ability to work independently and as part of a multidisciplinary team. • Current GCP certification, or willingness to obtain it on commencement. • Willingness to travel to regional, remote and interstate sites.
Desirable Skills, Knowledge & Experience:	• Postgraduate qualification in a relevant field, or recognised project management certification. • Experience in paediatric, respiratory or allied health research, or in implementation science. • Experience working with Aboriginal communities or Aboriginal Community Controlled Health Services, including in regional or remote settings. • Experience contributing to grant applications, budgets or health economic data collection. • Experience with consumer involvement, co-design or qualitative research.

DIRECT REPORTS	0

Approved by:	Head, Translational Allied Health
Date approved:	17.11.2026
Reviewed by P&C:	17.11.2026