POSITION DESCRIPTION

POSITION TITLE: **Project Officer - Tumour Targeting Program**

POSITION LOCATION: **Olivia Newton-John Cancer Research Institute**

EMPLOYMENT TYPE: **Full time and fixed term**

POSITION CONTEXT:

The Olivia Newton-John Cancer Research Institute (ONJCRI) is an independent medical research located in Heidelberg. Our mission is to discover and develop breakthrough therapies to help people live better with cancer and defeat it. Our research laboratories sit alongside patient treatment facilities to optimise collaboration between researchers and clinicians. The integration of laboratory and clinic ensures the rapid translation of scientific discoveries into clinical trials for the development of new cancer treatments. We investigate and develop treatments for cancers of the breast, bowel, lung, melanoma, prostate, liver, gastrointestinal and brain. The ONJCRI is a global leader in the development of immunotherapies, targeted therapeutics and personalised cancer medicine and sponsors early phase clinical trials.

The ONJCRI is the successor to the global Ludwig Cancer Research organisation with a proud track record of a quarter century of collaborative clinical research programs with Austin Health. Much of ONJCRI's strong foundation is built on the Ludwig Cancer Research legacy. Moreover, through the ONJCRI's exciting partnership with La Trobe University as its School of Cancer Medicine, we play a pivotal role in training Australia's future generations of medical researchers.

The Tumour Targeting Program ("the Program") has a research focus on antibody based targeting of cancer, induction of cell killing through immune modulated and payload strategies, receptor biology, and molecular imaging. The Program extends from basic laboratory studies, through to preclinical projects, and clinical trials of novel imaging studies, biomarkers and cancer therapeutics. In addition the Program hosts the Centre for Research Excellence ("the CRE") in Brain Cancer.

The Project Officer will provide effective project management and scientific admin support to the Co-Director of the CRE.

REPORTING LINES:

The Project Officer reports directly to the Co-Director of the CRE.

KEY RELATIONSHIPS:

Internal

ONJCRI:

- Tumour Targeting Program Head, Lab Heads, Scientists and Staff
- Directors (Scientific and Medical)
- COO
- Legal Counsel

Laboratory Heads and Staff
Administrative Staff
Clinical Project Manager
Senior Research Development Officer

School of Cancer Medicine/La Trobe Institute of Molecular Science:
Head of School

External

National and International Scientific and Clinical Collaborators
Pharmaceutical and Biotechnology Companies
Relevant Government departments
Academic Institutions
Austin Hospital Departments and staff, including Cancer Services, Cancer Clinical Trials and Austin Office for Research

ACCOUNTABILITIES:

- Data entry and data base management
- Assisting with the preparation and submission of applications and reports for grants and other funding opportunities
- Assisting with the preparation and development of clinical protocols, Human & Animal Ethics Committee submissions and other related documents such as those required for regulatory approval
- Assisting with tracking and management of project budgets, timelines and milestones
- Contribute to the preparation, review, updating and training of Standard Operating Procedures (SOP)
- Data collection including data entry into clinical and biospecimen databases
- Report preparation and data analysis
- Assistance with manuscript preparations for papers
- Coordination of collaborative interactions and projects with multiple stakeholders
- Maintain knowledge and currency in the relevant scientific literature to facilitate projects
- Provide administrative support to the Co-Director including appointment scheduling and documentation management

Scientific Administration

AUTHORITY:

Delegated authority is in accordance with ONJCRI policies and procedures.

QUALIFICATIONS:
The Project Officer will have a science degree (with honours) or equivalent qualifications or experience in pharmaceutical or biological sciences such as molecular biology, biochemistry, physiology, pharmacology etc.

EXPERIENCE & CAPABILITIES:

Essential

- Demonstrated skills in protocol development and writing, ethics submissions and clinical report writing
- Effective project management support skills including the ability to support multiple projects to deadlines
- Experience in scientific and grant writing
- Strong knowledge of regulatory requirements and processes for clinical trials programs
- Excellent organizational skills
- High attention to detail and meticulous record keeping skills
- Excellent verbal and written communication skills
- Strong computer skills including database use
- Self-motivated and able to work independently
- Team player and excellent interpersonal skills

Desirable

- Experience with oncology, particularly working with brain tumours