

Job Description

Job Title	Clinical Operations Assistant (Intern)	Dept	Global Monitoring and Site Engagement, Australia
Line Manager	Director of Clinical Operations, or delegate		
Job Purpose			
<p>To provide operational and administrative support to clinical study teams, who are charged with efficiently and effectively delivering clinical trials, in compliance with GCP, GSK SOPs, policies and local regulatory requirements.</p> <p>The Clinical Operations intern is expected to apply effort to developing a strong foundation in the fundamentals of clinical trial conduct and fully understand the basis on which tasks and activities are developed and implemented.</p>			
Key Responsibilities			
<p><u>Support to Clinical Trials</u></p> <ul style="list-style-type: none"> Assist with timely Human Research Ethics Committee (HREC) and Research Governance Office (RGO) submissions through compilation of essential documents Maintenance of clinical trials databases, systems and the Trial Master File Assist in ordering and shipping of clinical trial materials/supplies to investigational sites Track and maintain Safety Report distribution Support the organisation of study specific meetings Provide general support to study team members during the trial <p><u>Finance Support</u></p> <ul style="list-style-type: none"> Assist with processing and tracking of study budgets and site payments <p><u>Process Improvement and General Department Support</u></p> <ul style="list-style-type: none"> Involvement in projects related to process improvement Provide general support to the running of the department including assisting with meeting organisation, resilience and Health and Wellbeing activities etc Assist with the Quality Management processes within the department The intern will be included as a team member in various department committees to both support and learn <p><u>Learning and Development</u></p> <ul style="list-style-type: none"> Develop a sound knowledge of ICH GCP as the basis of clinical trial conduct, and how these relate to the Standard Operating Procedures and policies developed by Industry Sponsors Become conversant with the Australian (and New Zealand) HREC and Research Governance process Gain an understanding of the relationship between Industry Sponsors and their place in the clinical trials sector Gain hands-on experience in the daily management of clinical trials and understand what it takes to deliver a clinical trial Observe and practice effective communication style with various stakeholders and learn to develop strong working relationships with colleagues and stakeholders Develop strong foundation skills in being organized, prioritizing competing work demands and ensuring on-time delivery of work outputs. Learn how to operate in a corporate work environment. Experience the on and off-site clinical monitoring process Gain an understanding of relevant therapeutic areas and assets in development Develop an understanding of the pharmaceutical industry environment 			

Education

Minimum requirement: Partial completion (minimum first two years) of undergraduate degree in a life science discipline. Candidates between their undergraduate and honours year also of interest.

Required Skills

- An interest in clinical research or clinical trials, and drug development
- Excellent written and oral communication skills
- Eye for detail and attention to rigor and process
- Demonstrate a desire to learn and seek the rationale behind processes and systems
- Ability to prioritise multiple ongoing activities and tasks
- Strong teamwork skills and ability to build relationships
- Identify areas that could be improved and state a case for change
- Perseverance, resilience and problem-solving skills
- Comfortable working with multiple technology systems (databases) and Office applications (Word, Excel, PowerPoint)

GSK Individual Expectations (Behavioural expectations of GSK employees)



Set direction & inspire

Ensuring your work supports your team's goals and the organisational priorities and applying sound judgement in all that you do



Work across boundaries

Building trusting relationships within and beyond your team to achieve goals and contribute to the success of GSK



Release energy

Engaging constructively with others and demonstrating a positive mindset



Develop capability & talent

Equipping yourself with the skills and knowledge to do great work, now and in the future, and supporting others to do the same



Drive performance

Holding yourself and others accountable for delivering quality results



Live our values

Acting as a role model, ensuring everything you do is in line with our values, serving patients and consumers