POSITION DESCRIPTION

Position Title: Clinical Trial Assistant (Grant Research)

Position Holder's Name:	……..…….
Position Holder's Signature:	……..……..
Manager's Name:	Nicola Jackson
Manager's Signature	……..……..
Date:	……..……..
Accountable to:	Aotearoa Clinical Trials Director - Grant Research
Date Produced:	September 2026
Review Date:	September 2028

PURPOSE OF THE POSITION

The Clinical Trial Assistant (Grant Research) is responsible for the timely and accurate execution of delegated activities for Commercial Clinical Trials, non-commercial Grant-funded Clinical Trials and Investigator Initiated Clinical Trials from start-up to archiving in accordance with regulatory and International Conference of Harmonisation (ICH) Good Clinical Practice (GCP) guidelines.

OUR PURPOSE, VISION, MISSION AND VALUES

Purpose

To improve the health of all New Zealanders by expanding access to world-class clinical trials.

Vision

A nationally connected, globally regarded clinical trials partner transforming health outcomes for every community in Aotearoa New Zealand

Mission

To deliver high-quality, participant-centred clinical trials at speed, embedded in New Zealand's public hospitals, and enabled by best-practice trial management and robust, reliable data

Values

Collective Impact (Kotahitanga)

We work as one connected system, through teamwork and partnership, to deliver high-quality clinical trials and improve equitable access to research across Aotearoa New Zealand

Wellbeing (Manaakitanga)

We uphold dignity, inclusion and the wellbeing of participants, whānau and staff, recognising the connection between people, place and health.

Innovation (Auahatanga)

We continuously strengthen and evolve how clinical research is designed, delivered and supported to improve access, efficiency, sustainability and outcomes.

Quality (Kairangatanga)

We are committed to excellence in both the outcomes we achieve and the way we deliver them - responsibly, safely and sustainably.

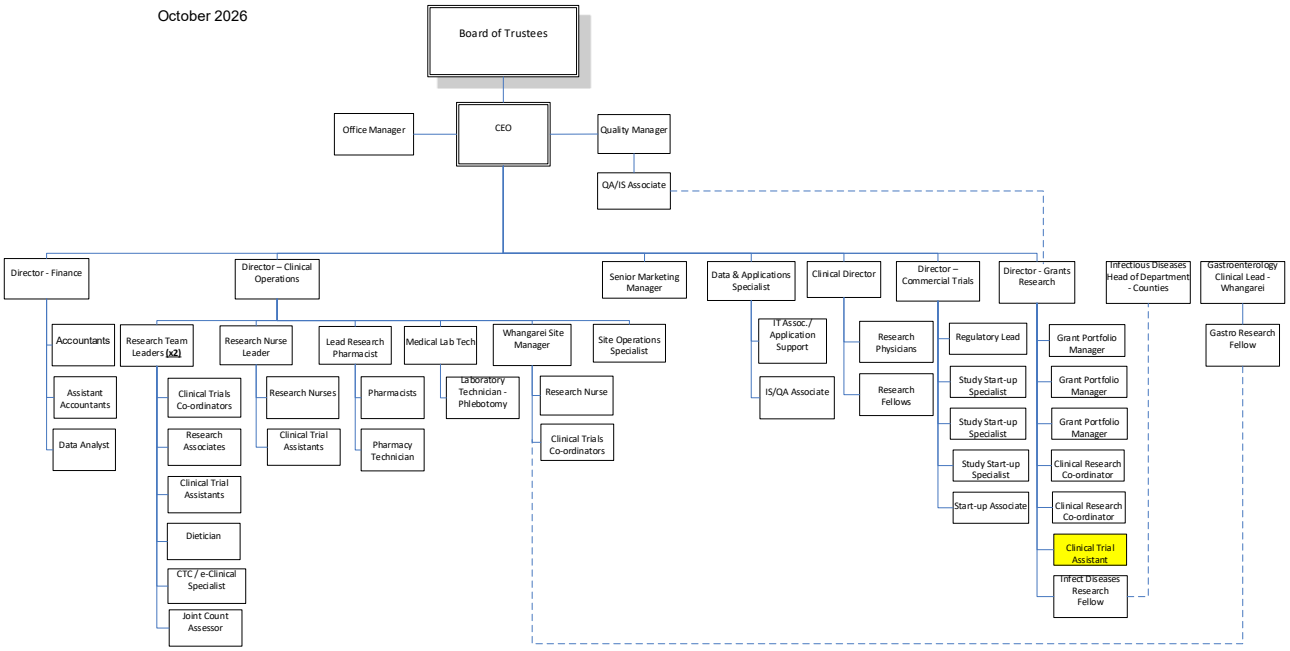
Integrity (Pono)

We act ethically, transparently and responsibly, upholding the trust placed in us while considering our impact on people, communities and the environment.

Leadership (Rangatiratanga)

We lead with purpose - setting standards, building capability and strengthening a sustainable clinical trials ecosystem in Aotearoa New Zealand.

Organisational Structure



FUNCTIONAL RELATIONSHIPS

Internal:

- CEO
- Director – Grant Research
- Grant Portfolio Managers
- All members of the Grants and Operations Team including Research Team Leads/ Research Nurses/Coordinators/Assistants/ Pharmacist(s)/ Phlebotomist(s)/ Lab technicians(s)
- Quality Manager
- Office Manager
- Clinical Director
- Director - Commercial Trials
- Study Start-Up Team
- Director - Finance/Assistant Accountants
- Data & Applications Specialist
- IS/QA Associate

External:

- Principal Investigators/Researchers
- Trial participants
- Research Sponsors/Monitors (Clinical Research Associate-CRA)
- Te Whatu Ora - departments and employees
- Community Health Providers

NATURE AND SCOPE OF RESPONSIBILITES

KEY ACCOUNTABILITY	EXPECTATIONS
KEY RESPONSIBILITIES: STUDY ADMINISTRATION	• Accurate data entry of trial information as directed. • Archiving of trial documentation once trial has been closed out. • Assist with the resolution of data queries. • Assist with managing user access, data entry and maintenance of internal Grant research databases. • Assist with the preparation of clinical trial documentation. • Assist with invoice generation and checking. • Photocopying trial documentation. • Accurate filing of trial documentation. • Assist with lab kit preparation and labelling, as per trial protocol. • Set up trial participant visit bags as required. • Inventory of trial visit kits and reorder as needed. • Providing accurate patient labels upon request. • In collaboration with the Research Nurse/Clinical Trial/Research Coordinator discard expired and unused trial kits in a safe and effective manner. • Book participant appointments as requested by the Research Nurse/ Clinical Trial/Research Coordinator, as required • Assist with participant recruitment, including scheduling and managing text blasts, contacting and scheduling potential participants. • Any other trial specific duties once trained and assessed for competency.
KEY RESPONSIBILITIES- LABORATORY SERVICE	• Perform sample processing, including separation and aliquoting of blood samples into vessels/tubes for storage and transport as described in Clinical Trial Laboratory Manuals. • Operate standard laboratory equipment including centrifuges and refrigerators/freezers. • Ensure all clinical trial biological specimen documentation is appropriate and accurately completed. • Support Grant Portfolio Managers with the shipment and tracking of study specimens, ensuring that documentation at all stages of the process is accurate and complete. • Work to Health and Safety, and Infection Control Guidelines for Aotearoa Clinical Trials and Te Whatu Ora (as appropriate).
ENSURE PRACTICE IS CULTURALLY SENSITIVE	• Understand the significance of the Treaty of Waitangi and display cultural sensitivity. • Understand the multi-cultural diversity of patients within the Te Whatu Ora Counties Manukau area and apply this knowledge when communicating with clinical trial participants. • Recognise and respect individual cultural differences of trial participants and colleagues.

FUNCTION AS AN EFFECTIVE MEMBER OF AOTEAROA CLINICAL TRIALS TEAM	• Welcome participants to the Aotearoa Clinical Trial department and notifies Research Nurse/ Clinical Trial/Research Coordinator responsible for participant visit. • Participate in the Aotearoa Clinical Trials meetings, and support initiatives and changes as appropriate. • Actively share knowledge as appropriate. • Undertake other related tasks as requested by their line manager and/ or the Director - Grant Research. • As required, work with other Research staff to assist with clinical trial processes.
COMPLY WITH BEST PRACTICE GUIDELINES ON HEALTH & SAFETY, INFECTION CONTROL AND QUALITY ISSUES	• Aware of employee responsibilities under the Health and Safety in Employment Act 1992 and subsequent amendments. • Identify and report hazards. Contribute to eliminating, minimising or managing hazards. • Maintain up-to-date knowledge of Infection Control practices and implement this knowledge into clinical practice. • Understand the quality processes and remain actively involved in implementing improvements. • Prompt reporting of Incident Reporting forms for Te Whatu Ora Counties Health and CAPA incident forms (Aotearoa Clinical Trials).
PERSONAL DEVELOPMENT	• Attend educational opportunities, conferences, meetings relevant to role and scope of practice. • Maintain and develop information technology skills. • Ensure training and education is up to date in regard to the use and understanding of clinical trial management software (CTMS). • Ensure training on equipment, methods and processes remains current.

UTILISE INFORMATION TECHNOLOGY	• Conversant with MS Office software applications:
	  • MS Word - intermediate level
	  • Excel - beginner level
	  • Outlook
	• In-house Research Software - CTMS.
	• Develop knowledge of Te Whatu Ora Counties Manukau clinical information systems.
	• Continuous Education via inhouse training and Online Courses.

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE

	ESSENTIAL	PREFERRED
EDUCATION	• BSc/BSc(Hons)/MSc or other health-related qualification	• BSc(Hons)/MSc in in a health-related field
EXPERIENCE/ KNOWLEDGE	• Knowledge of basic scientific and/or medical terminology • Laboratory experience (centrifuge operation, handling biological specimens) • Intermediate user of Microsoft applications	• Previous experience working in a research role • Data entry experience
PERSONAL QUALITIES	• Attention to detail • Personable and team focussed • Conscientious and hard-working • Highly organised • Self-motivated • Excellent written and verbal communication/ telephone skills • Able to demonstrate critical thinking • Ability to meet deadlines • Effective problem-solving skills	

Authorised	Date
Authorised Aotearoa Clinical Trials Representative	

Accepted	Date
Clinical Trial Assistant (Grant Research)	