

## Job description – Research Coordinator

<b>Job Title</b>	<b>Research Coordinator</b>
<b>Team</b>	Research and Advocacy Team
<b>Reports to</b>	National Manager, Research and Advocacy
<b>Employment type</b>	Full time or Part time (4 days)
<b>Duration</b>	12 Months (Maternity leave cover)
<b>Key internal relationships</b>	All business units
<b>Key external relationships</b>	Macular Disease Foundation Australia’s Research Committee, Health professionals and eye health professional bodies, Research institutes, Research Grant recipients and other key research and clinical stakeholders
<b>Date Updated</b>	August 2024

### About us

Macular Disease Foundation Australia (MDFA) is a for purpose organisation working to reduce the impact of macular disease – the leading cause of irreversible vision loss and blindness in Australia. For more than 20 years, we have been the only national charity representing the interests of the 1.9 million Australians living with macular disease. People affected by macular disease are at the centre of the work we do.

MDFA works with the community and the health and aged care systems to promote early detection, reduce progressive vision loss, and save sight.

We provide a range of free, information resources and supports to help people live optimally with macular disease.

Our advocacy work amplifies the voice of our community to influence and collaborate for positive outcomes. We invest in vital research working towards better management, treatments, and cures. Our work is supported by the generosity of the Australian community.



## Role summary

The Research Coordinator is responsible for coordinating projects within MDFA's Research Funding program; supporting the National Manager, Research and Advocacy to develop and undertake advocacy-driven research activities, collaborating with MDFA's Research committee, monitoring and coordinating the medical and scientific information that underpins MDFA's activities, and providing input to other projects as needed to advance MDFA's work and purpose.

## Key responsibilities, functions and KPIs

Key responsibilities	Core functions	What success looks like
<b>Coordination of MDFA research projects</b>		
<b>MDFA Research Grants Program</b>	In partnership with the National Manager, Research and Advocacy coordinate all aspects of the MDFA Research Grants Funding Program to: <ul style="list-style-type: none"> <li>• Prepare application and process templates and documents</li> <li>• Manage the grant application process</li> <li>• Manage the peer review process</li> <li>• Manage the community review process</li> <li>• Coordinate the MDFA Grant Review Panel processes</li> <li>• Support contracting and project financing processes</li> <li>• Monitor all research reporting to ensure compliance with contracts.</li> </ul>	The MDFA Research Funding Grants Program is managed efficiently and is delivered in a timely way, complying with all relevant processes.
<b>Advocacy-driven research activities (e.g. Social Impact Surveys)</b>	Support the National Manager, Research and Advocacy to: <ul style="list-style-type: none"> <li>• Identify data and information requirements and gaps to support advocacy initiatives</li> <li>• Develop research projects to address data gaps</li> <li>• Manage requests for proposals and/or project commissioning, contracting and conduct of research to support MDFA's advocacy activities</li> <li>• Generate research</li> </ul>	MDFA's advocacy activities are based on reliable and contemporary evidence.

	reports.	
<b>Foster new and existing relationships with Australian researchers and research centres</b>	<p>Build strong relationships with researchers, and knowledge of their expertise to engage in partnerships with MDFA (e.g. requesting expert review of educational resources, organising presenters for webinars and at community events)</p> <p>Coordinate requests from research institutions and organisations to share information on clinical trials with members of the MDFA community.</p>	<p>Existing relationships with researchers and experts are maintained, and new relationships are nurtured to review and contribute to MDFA projects and activities.</p> <p>Consumers are empowered to participate in ongoing clinical studies and trials.</p>
<b>Community needs-driven research activities</b>	Lead community-driven research projects as required and assigned by the National Manager Research and Advocacy (e.g. evidence reviews of relevant topics)	MDFA's community-facing information and advice is based on the current best scientific knowledge.
<b>Maintain awareness of Australian research centres</b>	<p>Identify and maintain a list of active clinical trial and research centres for retinal/macular diseases in Australia through literature review, clinical trial registries and direct engagement with researchers.</p> <p>Update the MDFA research-related website content as required.</p>	<p>MDFA aligns research opportunities with research centres to optimise collaboration.</p> <p>Consumers can access up-to-date information to seek out and participate in clinical studies and trials.</p>
<b>Ensure MDFA activities are based on appropriate medical and scientific information</b>		
<b>Monitor scientific publications and presentations for relevant clinical trial outcomes and disease-related information</b>	<p>Monitor new research publications, identify articles of interest to MDFA and external stakeholders.</p> <p>Regularly update the MDFA website content and recommend changes as required.</p> <p>Incorporate relevant evidence, research and other information into MDFA communications and deliverables.</p>	<p>Monthly research update emails to researchers and health professionals on the latest macular disease research are accurate and delivered on time.</p> <p>MDFA website content and other public-facing materials contain up-to-date information and evidence, and are accurate, concise, fully referenced and appropriate for the intended audience(s).</p>

<b>Curate MDFA's scientific and research information</b>	Obtain, curate and organise MDFA's electronic reference library.	Electronic academic journal articles and other reference materials are accurately categorised.  Information is logically organised, accessible and searchable (e.g. key message statements, website pages, policy documents).
<b>Support MDFA's scientific and medical communication activities</b>	Assist with developing presentations to MDFA staff, committees, healthcare professionals, community events or industry partners as needed.	Presentations are professional, and information presented is accurate, current, and fully referenced.
	Support the National Manager, Research and Advocacy to contribute to MDFA's Vision Voice newsletter, social media posts, and other content related to research and advocacy.	Relevant new information and references are included in published articles accurately and in a timely way.
	Generate, maintain and update the MDFA Key Message document library.	MDFA Key Message documents are comprehensive, up-to-date, accurate, concise and fully referenced.  Documents are logically organised, accessible and searchable.
<b>Research Committee support</b>	Support the National Manager, Research and Advocacy as required to prepare for and participate in Research Committee meetings	Materials and communications prepared for the Committee are concise and accurate.
<b>Advocacy</b>	As part of the Research and Advocacy Team, contribute to identifying and developing policy positions and submissions as required and when relevant.	MDFA policy documents and submissions are timely, accurate, current, evidence-based and are fully referenced.
<b>Other duties</b>	Lead specific projects as required and assigned by the Research and Advocacy Manager or CEO.	Tasks meet agreed objectives and are completed on schedule
<b>Continuous improvement</b>	Ongoingly identify opportunities to improve processes and deliverables.	

## **Essential requirements**

This role will suit someone with a passion for research aimed at saving sight and improving patient outcomes.

The essential requirements for the role of the Research Coordinator include:

- Tertiary qualification in ophthalmology, optometry, or other vision science discipline.
- Experience working in a health or research setting.
- Excellent written and oral communication skills to produce and/or contribute to evidence-based newsletters, social media posts, policy submissions, technical reports, and other materials.
- Ability to analyse scientific and health information and translate complex clinical terminology into plain English for a community or non-specialist audience.
- Highly organised and proactive, with good administrative skills with excellent attention to detail.
- Sound project management capabilities and ability to co-ordinate multiple projects in parallel.
- Ability to work independently as well as within a small team, including with volunteers and students.
- Strong collaboration and consultation skills.
- Sound IT skills, including proficient use of MS Office products.

## **Desirable requirements**

- A background in scientific or medical research, or a demonstrated understanding of the principles of best practice research.
- An understanding of research academic structures.
- General understanding of, or willingness to learn about, eye health systems and related health policy including Therapeutic Goods Administration, Pharmaceutical Benefits Scheme, and Medicare.
- A desire to develop skills in patient advocacy, or sound knowledge of advocacy principles.
- An understanding or willingness to learn about aged care and NDIS systems and reforms.

**To apply for the role or to find out more, please contact us by email at [careers@mdfoundation.com.au](mailto:careers@mdfoundation.com.au)**