
POSITION DESCRIPTION: RESEARCH DEVELOPMENT LEAD

A leader in brain cancer research achieving better health outcomes for patients affected by brain tumours.

The Cooperative Trials Group for Neuro-Oncology (COGNO) has been working to develop large-scale multi-centred neuro-oncology trials since 2007. We provide support to a multi-disciplinary network of over 1000 members, building skills, expertise and clinical trial capacity.

Position Title:	Research Development Lead (RDL)
Reports to:	Executive Officer
Number of reports:	Nil
Employment Status:	Full time (1.0 FTE). Maximum term 24 months, with possibility of extension
Number of reports:	Nil
Key Relationships:	COGNO staff, Board, Scientific Advisory Committee, Management Committee, Consumer Advisory Panel and COGNO network members
<ul style="list-style-type: none">• Internal• External	Other research organisations, Clinical Trial Coordinating Centres, other CCTGs, industry representatives
Location:	Melbourne, Australia

About COGNO

COGNO is one of 14 Cancer Clinical Trials Groups (CCTG) funded by Cancer Australia. COGNO Ltd is a registered medical charity. COGNO members represent a wide range of professional disciplines involved in the care of patients with brain and other central nervous system (CNS) tumours, including clinical trialists and consumer representatives. COGNO provides a supportive environment for medical oncologists, radiation oncologists, surgeons, supportive care specialists, allied health professionals, scientists and nurses to collaborate to develop, fund and conduct new investigator-led clinical trials. We also provide education to inform best practice through our Annual Scientific Meeting and Outreach & Education Committee.

COGNO's mission:

"The achievement of better health outcomes for patients and those affected by brain tumours through clinical trials research".

COGNO's objectives are to:

- Promote the use of clinical trials in evaluating current therapies, new treatments and supportive interventions for brain tumours and to improve the impact of new clinical trials on future clinical practice.
- Engage members of the medical/scientific community to participate and assist in the conduct, evaluation, promotion, and development of clinical trials in brain tumours.
- Promote the incorporation of translational studies into new clinical trials in brain tumours.
- To disseminate the results of research and clinical trials to enhance clinical practice.

Position Purpose

In partnership with the COGNO leadership, this role manages and oversees the development of COGNO's clinical trial pipeline and plays a key role in delivery and implementation of the Cancer Australia Support for Cancer Clinical Trials (SCCT) grant.

Position Summary

The Research Development Lead is responsible for leading and managing the development, implementation and growth of COGNO's research and development portfolio, with a focus on advancing clinical research initiatives, innovation strategies and sustainable research capability. Reporting to the Executive Officer and working closely with the Scientific Advisory Committee, including the Chair and Deputy Chair, the position provides strategic and operational leadership across research development activities, clinical trial pipeline management, funding initiatives and stakeholder engagement.

The role exercises a high level of autonomy in overseeing clinical trial concept and protocol development, research governance processes and research development operations in alignment with COGNO's strategic objectives and organisational priorities.

Working collaboratively with COGNO's Scientific Advisory Committee and key stakeholders, the role will:

- Lead the implementation and continuous improvement of COGNO's research and development strategy to support organisational growth, innovation and research excellence.
- Develop, implement and oversee research management systems, operational processes and performance tracking frameworks related to research development activities, clinical trial progression and grant application management.
- Drive the development and advancement of new clinical trial concepts, research initiatives and Ideas Generation workshops to strengthen and expand COGNO's clinical research portfolio.

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- Lead and support the preparation, coordination and submission of high-quality investigator-initiated clinical trial funding applications and strategic research proposals.
 - Manage the delivery of grant milestones, funding obligations and organisational reporting requirements, including preparation and oversight of progress reports and performance outcomes.
 - Establish, develop and maintain strategic relationships with COGNO members, Coordinating Trial Centres, local and international collaborators, healthcare organisations, research institutions and industry stakeholders to support growth of the research and development pipeline and collaborative research opportunities.

Key responsibilities and activities

KEY ACCOUNTABILITIES

1. Strategy and Planning

- Lead and contribute to the development, implementation and continuous improvement of COGNO's Research and Development Strategy to support organisational growth, innovation and research excellence.
- Drive the implementation of COGNO's Rural, Regional and Remote research engagement strategy, including development of initiatives and partnerships that expand research capability, participation and access across priority populations and geographic regions.
- Identify, evaluate and pursue strategic funding opportunities to support the growth and sustainability of COGNO's clinical research and clinical trial portfolio.
- Provide strategic input into organisational governance, operational planning, business planning and risk management activities through active participation in Management Committee and Scientific Advisory Committee initiatives and decision-making processes.

2. Clinical Trial Development

- Lead the assessment and planning of clinical research and clinical trial requirements, including resourcing, operational activities, data management, research infrastructure, technology platforms and engagement of external service providers for new research initiatives.
- Oversee the establishment, development and progression of new clinical trial concepts, protocol development activities and associated research outputs to support organisational research and innovation objectives.
- Provide strategic guidance and support to investigators and research teams in the development of high-quality, innovative and commercially competitive clinical trial concepts and research initiatives.
- Lead and contribute to the preparation and coordination of competitive investigator-led grant applications, research proposals and funding submissions to support growth of the research portfolio.
- Facilitate multidisciplinary collaboration and stakeholder engagement to ensure clinical trial concepts receive comprehensive scientific, operational and

technical input from internal and external experts, including National Technical Services and research partners.

- Monitor and oversee expenditure related to clinical trial development activities in collaboration with executive leadership to ensure alignment with approved budgets, funding agreements and organisational priorities, including recommending budget adjustments where required.
- Manage the evaluation and engagement of third-party service providers required for protocol development and research delivery, including medical writing, statistical analysis, database development, drug logistics and other specialised research services.

3. Monitoring, Reporting and Compliance

- Oversee and coordinate clinical trial start-up and research governance activities in collaboration with Coordinating Trial Centres to ensure the timely collection, management and reporting of data required for organisational and funding body compliance obligations.

Manage the collection, analysis and consolidation of research performance and reporting data from Coordinating Trial Centres, Principal Investigators and research collaborators to support organisational reporting, strategic evaluation and funding body requirements, including preparation of progress reports to Cancer Australia.

- Lead the development, implementation and continuous improvement of monitoring and performance management systems to track clinical trial concept development, grant submissions, research outputs and overall research portfolio performance.
- Coordinate and manage responses to funding body and stakeholder enquiries relating to research development activities, grant performance and compliance requirements associated with the Support for Cancer Clinical Trials Grant.
- Lead the development, implementation and review of standard operating procedures, governance frameworks and operational processes to support effective, compliant and scalable research and development activities.
- Oversee governance and administrative processes associated with research development activities, including coordination of Scientific Advisory Committee and subcommittee operations, preparation of agendas and records, management of action items and support for strategic decision-making processes.

4. Leadership and Engagement

- Develop, strengthen and manage strategic partnerships and collaborative relationships with national and international research organisations, healthcare institutions, industry stakeholders and external collaborators to support COGNO's research and development objectives.
- Lead initiatives to increase member engagement, research participation and submission of innovative clinical trial concepts to support growth and expansion of the clinical research portfolio.

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- Manage stakeholder engagement activities associated with the development of new research concepts and strategic initiatives, including collaboration with priority populations and implementation of organisational strategies that improve research accessibility, participation and inclusivity.
 - Provide leadership in stakeholder communication and engagement to ensure effective dissemination of research development activities, organisational priorities, strategic initiatives and research outcomes across internal and external networks.
 - Oversee and contribute to the development of research communication and engagement materials, including strategic communications, media releases, policy briefs, article summaries, promotional content and digital communications supporting COGNO's research and development activities.

5. Additional Duties

- Contribute to broader organisational, operational and strategic initiatives as directed by executive leadership to support the effective management, continuous improvement and sustainable growth of COGNO's research and development activities.
- Ensure all research and development activities are conducted in accordance with organisational policies, standard operating procedures, ethical guidelines and relevant regulatory and compliance requirements governing clinical research and clinical trial operations.

SELECTION CRITERIA

Essential

- Tertiary qualifications in clinical or life sciences, health, nursing, research or related field.
- Minimum 5 years' experience in clinical trial development and/or conduct in an academic, CRO, pharmaceutical or research environment.
- Experience managing national and international trial agreements and logistics, including demonstrated expertise in European trial frameworks, deliverables and regulatory requirements
- Demonstrated understanding of Good Clinical Practice, regulatory, ethical, privacy and other relevant guidelines.
- Demonstrated experience in project management including reaching milestones and deliverables within an agreed timeline and budget.
- Demonstrated ability to work collaboratively with a range of internal and external stakeholders, including clinical, academic and industry professionals.
- Demonstrated ability for creative thinking, execute judgement and decision making while working independently on tasks.
- Excellent interpersonal skills and ability to work in a small, dynamic team.
- Excellent writing, editing, and proofreading skills including the ability to communicate complex information clearly, and to convey messages diplomatically in sensitive situations.

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- Well-developed communication skills – oral, written and listening skills.
 - A proactive, positive and organised approach with demonstrated organisational skills, including the ability to prioritise, problem solve, establish and work within timelines.
 - Maintain attention to detail whilst remaining outcome focused.
 - Demonstrated ability to multitask and complete tasks independently.
 - Demonstrated ability to exercise discretion and confidentiality.

Desirable

- PhD or post-graduate qualification.
- Experience in writing, submitting and securing grant funding for clinical trials or other research projects.
- Exposure to digital marketing tools and platforms, including social media, websites and EDMs.
- Experience in building relationships with industry and pharma.
- Experience in the cancer (particularly neurological cancers) or health not-for-profit sector.
- Experience with membership organisations.

Other job-related information

- Occasional work required during event periods at times outside of regular hours to deliver high impact outcomes for COGNO.
- Occasional interstate travel required.

PERFORMANCE AND DEVELOPMENT

This role will have a 6-month probationary period. An annual performance and development review will be undertaken with the Executive Officer with support provided by COGNO for ongoing professional development.

CONDITIONS OF EMPLOYMENT

- Rights to work in Australia.
- A National Police Criminal history check will be a requirement of this position.
- All COGNO staff must comply with COGNO Policies and Procedures and contribute to a safe and healthy working environment.
- Staff must take all reasonable steps to prevent bullying, discrimination, and harassment in the workplace.