Health New Zealand
Te Whatu Ora

# Position Description | Te whakaturanga ō mahi
# Health New Zealand | Te Whatu Ora

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

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| **Title** | Clinical Research Associate (CRA) |
| **Reports to** | Clinical Research Manager – CHOC |
| **Location** | Christchurch |
| **Department** | South Island Child Cancer Service / Children's Haematology & Oncology Centre (CHOC), Women's & Children's Health |
| **Date** | 24 Aug 2026 |
| **Salary band (indicative)**[i] | SP |
| **Children's Worker role**[ii] | Yes |

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

## About the role

The primary purpose of the role is to:

The CRA exercises a high degree of professional autonomy and judgement in managing complex and competing research requirements, identifying and mitigating risks, resolving non-standard operational and compliance issues, and providing expert advice to investigators, clinical teams, research services and external research collaborators.

The role leads the planning, establishment and delivery of complex paediatric oncology clinical trials across the South Island, supporting access to contemporary treatment protocols, investigational medicines, molecular diagnostics and other innovative research opportunities. Through effective research delivery, collaboration and service improvement, the role contributes to high-quality care, equitable access and improved outcomes for tamariki, rangatahi and their whānau.

| Key Result Area | Expected Outcomes / Performance Indicators |
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| Clinical trial access, establishment and delivery | • Leads the planning, establishment, conduct and close-out of complex paediatric oncology clinical trials in accordance with protocol, regulatory, ethical and organisational requirements.<br>• Undertakes independent feasibility assessments for new studies, identifying clinical, operational, regulatory, ethical, contractual, |

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| | financial, workforce and infrastructure requirements and advising investigators and service leaders on feasibility and resource implications.<br>• Leads study activation across multiple clinical and support services, coordinating approvals, contracts, resources, systems and processes required for timely commencement.<br>• Coordinates study-specific requirements for specimens, imaging and laboratory services, ensuring collection, processing, transfer and submission meet protocol requirements and timelines.<br>• Coordinates participant enrolment, treatment, investigations, assessments and follow-up across services, ensuring protocol requirements are integrated into clinical care and participant safety is maintained.<br>• Interprets and applies international and local protocols and supporting documentation to meet New Zealand regulatory, ethical and organisational requirements, identifying and resolving gaps or conflicts.<br>• Coordinates requirements across investigators, international trial groups, sponsors, study centres and internal and external services, resolving issues and ensuring agreed actions are progressed within required timeframes.<br>• Manages study documentation, correspondence and essential records in accordance with protocol, sponsor, regulatory, monitoring, audit and external review requirements.<br>• Manages recruitment, study milestones, compliance, risks and competing priorities across multiple concurrent studies, identifying barriers and taking action to maintain study progress and participant safety.<br>• Identifies and implements improvements to clinical trial processes and systems to improve quality, efficiency, access and sustainability.<br>• Facilitates access to appropriate paediatric oncology clinical trials across the South Island, coordinating requirements between tertiary, regional and shared-care services to enable eligible patients to participate. |
| Patient safety, protocol compliance and clinical research delivery | • Leads the clinical research delivery requirements of complex studies, ensuring participant safety, protocol compliance and timely resolution of issues across the study lifecycle.<br>• Coordinates patient treatment and safety assessments, including eligibility, protocol-specific treatment requirements, toxicities, investigations and study assessments, identifying and addressing issues that may affect participant safety or study compliance.<br>• Identifies, assesses and manages protocol deviations, adverse events and safety issues, ensuring accurate documentation, timely |

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| | reporting and appropriate escalation in accordance with protocol and New Zealand requirements.<br>• Monitors compliance with protocol-mandated treatment and safety requirements, working with investigators and clinical teams to resolve issues and maintain participant safety, study integrity and reporting timeframes. |
| Regulatory, ethics, governance and data quality | Manages HDEC, Medsafe and institutional regulatory requirements for paediatric oncology clinical trials, ensuring compliance with New Zealand legislation, ICH-GCP, international protocols and collaborative study group requirements.<br><br>Prepares and coordinates regulatory and ethics submissions, including initial applications, amendments, annual progress reports, safety reports and study closure documentation, ensuring submissions are complete, accurate and timely.<br><br>Interprets and adapts study protocols and supporting documentation for New Zealand regulatory and ethical requirements prior to submission to HDEC, Medsafe, Te Komiti Whakarite and relevant institutional approval processes.<br><br>Develops and maintains participant-facing documentation, including information sheets and consent forms, ensuring accuracy, regulatory compliance and alignment with approved study requirements.<br><br>Manages protocol amendments and associated approvals, assessing operational implications, coordinating implementation and ensuring affected clinical teams are informed and supported.<br><br>Maintains regulatory, ethics and study records to audit-ready standards, coordinating information from sponsors, international study groups and participating centres to support accurate reporting and external review. |
| Quality assurance, audit and continuous improvement | Maintains clinical trial records, processes and systems to audit-ready standards, supporting compliant study conduct and participation in national and international collaborative research groups.<br><br>Undertakes quality assurance activities to identify protocol deviations, process gaps and emerging risks, implementing and monitoring effective corrective and preventive actions. |

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| | Maintains document management, archiving and research systems to ensure study information is accurate, traceable, accessible and retained in accordance with study and regulatory requirements. |
| Clinical research leadership and collaboration | Leads and coordinates the establishment and delivery of complex clinical trials across relevant clinical, diagnostic, research and shared-care services.<br><br>Coordinates responsibilities, processes and interdependencies across services, resolving operational issues and ensuring teams are prepared to deliver protocol requirements within agreed timelines. Provides expert clinical research advice to investigators and multidisciplinary teams, supporting safe, consistent and compliant delivery of complex studies across the South Island. |
| Research programmes, registry and specialised services | Maintains effective working relationships across paediatric oncology and associated services to support coordinated clinical research delivery.<br><br>Maintains the New Zealand Child Cancer Registry and other national, COG and international research databases, ensuring patient and study information is complete, accurate, current and entered within required timeframes.<br><br>Maintains data integrity across clinical research systems, identifying discrepancies or gaps and taking appropriate action to ensure reliable data for clinical care, research, reporting and benchmarking.<br><br>Coordinates and contributes to tissue banking and other research programmes, supporting research that informs future paediatric cancer treatment and improved health outcomes.<br><br>Establishes study trial costs, identifies non-SOC assessments and associated costs, and obtains costings and contracts from internal and external vendors to support local governance approvals. |

| Key Result Area | Expected Outcomes / Performance Indicators |
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| **Access and Outcomes** | • Supports efforts to improve access to services and achieve better outcomes for the communities we serve.<br>Uses evidence and insights to identify barriers and opportunities for improvement.<br>Contributes to inclusive, responsive and effective service delivery. |

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| **Te Tiriti o Waitangi** | • Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way.<br>Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders.<br>Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees. |
| **Health & safety** | • Exercises due diligence in health and safety matters and contributes to the implementation of Health and Safety strategy and initiatives.<br>Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace, placing employee, contractor and others' health, safety and wellbeing alongside high-quality patient outcomes.<br>Promotes continual improvement in health and wellbeing and contributes to a healthy and safe culture. |
| **Compliance and Risk** | • Takes responsibility for appropriate risk reporting, management and mitigation activities.<br>Ensures compliance with relevant statutory, safety and regulatory requirements applicable to the role and service.<br>Understands and operates within the financial and operational delegations of the role. |

## Matters which must be referred to your manager

- Employees are expected to escalate matters early where required to support patient safety, service continuity and compliance with organisational and legislative requirements.

The CRA is expected to exercise independent professional judgement and resolve matters within their delegated authority. Matters should be referred when they require a clinical treatment decision or have significant implications for patient safety, regulatory compliance, organisational risk or service continuity.

Where escalation is required, the CRA provides an assessment of the issue, relevant evidence, identified risks and recommended options to support timely decision-making.

## Relationships

| External | Internal |
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| Children's Oncology Group (COG), ANZCHOG and other national and international collaborative research groups.<br><br>Study chairs, principal investigators, study coordinators and international research teams. | CHOC Clinical Research Manager, CHOC Clinical Director and paediatric oncology/haematology investigators.<br><br>Paediatric oncology medical, nursing and allied health teams. |

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| Pharmaceutical and biotechnology organisations and clinical research organisations.<br><br>HDEC, Medsafe and other relevant regulatory and governance bodies.<br><br>Starship Children's Cancer Centre and other shared-care centres.<br><br>International laboratories, pathology services, radiology providers and specialist research service providers.<br><br>Funding agencies and research partners.<br><br>National and international research networks and professional organisations.<br><br>Local and international courier services.<br><br>New Zealand Child Cancer Network. | Clinical trial pharmacy, laboratory, pathology, radiology and radiation therapy services.<br><br>Shared-care nurses and clinical teams at other Te Whatu Ora regional centres.<br><br>Research Office, Finance, Legal and Māori Te Komiti Whakarite advisory services.<br><br>Fertility preservation and tissue banking services.<br><br>Data, information management and other corporate services.<br><br>Other clinical research professionals and research staff across the organisation.<br><br>Patients and their families. |

## About you – to succeed in this role

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| **You will have** | Essential:<br>A relevant Bachelor's degree in health sciences, life sciences, nursing, pharmacy, medicine or another appropriate discipline; a postgraduate qualification or Master's degree is desirable.<br>At least five years' relevant professional experience in clinical research, clinical trials, health research or a closely related specialist field.<br>Demonstrated experience independently managing complex clinical research studies across multiple phases of the study lifecycle.<br>Advanced working knowledge of clinical research methodology, clinical trial processes, data management and research governance.<br>Demonstrated knowledge and practical application of ICH-GCP and relevant New Zealand and international clinical research regulatory and ethical requirements.<br>Demonstrated ability to interpret complex clinical trial protocols and translate requirements into practical clinical and operational processes.<br>Demonstrated ability to independently identify, assess and manage clinical research risks and resolve non-standard problems.<br>Experience with clinical electronic databases, electronic data capture systems and adverse event/serious adverse event reporting.<br>Demonstrated ability to analyse clinical and research information, identify trends and make sound professional recommendations.<br>Strong written and verbal communication skills, including the ability to communicate complex research, regulatory and clinical information to a range of audiences.<br>Demonstrated ability to establish and maintain effective relationships across professional, organisational and international boundaries.<br>High level of organisation and ability to independently manage competing priorities across a complex portfolio. |

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| | Demonstrated commitment to participant safety, research integrity, equity and ethical practice.<br>Desired:<br>Experience in paediatric oncology, haematology, cancer services or paediatric clinical research.<br>Experience with Children's Oncology Group, ANZCHOG or other international paediatric oncology collaborative studies.<br>Experience working with investigational medicines and/or complex interventional clinical trials.<br>Experience in regulatory or ethics submissions and responding to audit, monitoring or inspection findings.<br>Experience providing guidance, mentoring or expert support to other clinical research staff.<br>Postgraduate qualification in clinical research, health sciences, public health or a related discipline. |
| **You will be able to** | Essential:<br>Deliver results through effective planning, sound judgement and personal accountability.<br>Build trusted relationships and work collaboratively to achieve shared goals.<br>Communicate clearly and adapt their approach to different audiences and situations.<br>Demonstrate curiosity, adaptability and a commitment to continuous improvement.<br>Maintain high standards of professionalism, integrity and ethical behaviour.<br>Contribute to a positive, inclusive and safe working environment.<br>Take responsibility for their own development and support the development of others where appropriate.<br>Interpret and apply complex clinical trial protocols across multiple paediatric cancer indications.<br>Manage competing priorities across a portfolio of complex studies while maintaining participant safety, data quality and regulatory compliance.<br>Adapt effectively to changing protocols, emerging evidence, regulatory requirements and urgent study requirements. |

[i] Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

[ii] The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.