Swansea University
Prifysgol Abertawe

Job Description: Senior Research Officer in Clinical Trials Management

Faculty:	**Faculty of Medicine, Health & Life Science**
Department/Subject:	**Swansea Trials Unit**
Salary:	**Grade 9: £46,735 to £55,755 per annum together with USS pension benefits**
Hours of work:	**35**
Number of positions:	**1**
Contract:	**This is a fixed term position until 31st January 2028**
Location:	**This position will be based at the Singleton Campus**

Main Purpose of Post	1. Setting up, managing and reporting on Clinical Trials of Investigational Medicinal Products (CTIMPs) and other complex trials on the Swansea Trials Unit (STU) Portfolio. 2. Developing and managing trial documentation and supporting other STU staff involved in the trials with their work e.g. Data Managers, Statisticians. The post holder will also be expected to liaise closely with co-applicants based across the UK to deliver high quality work 3. Support Quality Assurance (QA) functions for the STU portfolio. 4. Supporting other STU staff in the delivery of the STU portfolio 5. Act as an ambassador for STU with internal and external stakeholders, including the UKCRC.
	6. Drive forward and pro-actively conduct research, including gather, prepare and analyse data and present results, exhibiting a degree of independence in terms of specifying the focus and direction of that research. 7. Prepare reports, draft patents and papers describing the results of the research, both confidential and for publication. The writing and publishing of research papers, particularly those intended for publication in refereed (eg international) journals or comparable is an integral part of the role. At this grade you will be required to develop an extensive track record of publications as the principle author. 8. Identify and pursue sources of external funding to support own work and that of others within the Faculty. As an integral part of the work be applying independently for external research funding, where this is allowed, or to be leading the bid-writing process, if not. 9. Be self-motivated, apply and use initiative and problem solving skills to determine research programmes and methodologies, in collaboration with colleagues or the Head of Faculty and others inside and beyond the University. 10. Participate in and develop internal and external networks to build a personal reputation, to identify sources of funding, generate income, obtain consultancy projects or build professional relationships. 11. Contribute to Faculty organisational matters in order to help it run smoothly and to help raise its external profile in the discipline. 12. Manage, direct, or supervise the work of others, for example in research teams or projects. 13. Contribute to the teaching and learning programmes in the Faculty and to supervise postgraduate or project research students if required. 14. Keep informed of developments in the discipline in specific terms and the wider applications of these developments. 15. When requested act as a representative or member of committees, using the opportunity to extend their own professional experience and standing. 16. Demonstrate and evidence own professional development, identifying development needs with reference to the Vitae Researcher Development Framework, particularly with regard to probation, appraisal, and performance reviews, and participation in training events. 17. Observe best-practice protocols in maintenance and retention of research records as indicated by HEI and Research Councils records management guidance. This includes ensuring project log-book records are deposited with the University/Principal Investigator on completion of the work. 18. Participate in and undertake other research or administrative activities appropriate to their experience and skill, and as directed by the Head of the Faculty / Institute or such other person delegated to act with their authority.

General Duties	19. To promote equality and diversity in working practices and maintain positive working relationships. 20. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity. 21. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy. 22. Any other duties as agreed by the Faculty / Directorate / Service Area.
Person Specification	**Essential criteria:** 1. An MSc/ PhD in Health Services Research or related subject with extensive experience in clinical trial management including Clinical Trials of Investigational Medicinal Products (CTIMP). 2. Demonstrate understanding and application of the governance (including good clinical practice requirements) that underpin the design and delivery of clinical trials and studies within the UK. 3. Proven experience in running a multi-centre clinical trial, including a CTIMP. 4. Excellent communication skills with a range of stakeholders, including working with Chief Investigator(s), internal trial team and research site teams. 5. Demonstrate a track-record of publications, particularly as the principal author and/or clear contribution as co-author 6. Proven experience in writing protocols, associated documents required in the design and delivery of a clinical trial. 7. Excellent knowledge of working with and contributing to Standard Operating Procedures (SOPs) and associated document, audits and other Quality Assurance Functions necessary to deliver high-quality clinical trial management. 8. Demonstrate skills and experience in the use of systems such as QPULSE, REDCAP, MS Office to enable effective trial management. 9. 10. Evidence of applying independently for external research funding or to be leading the bid-writing process. 11. The ability to exhibit a degree of independence in terms of specifying the focus and direction of the research. 12. Previous experience of teaching or learning support, or demonstrate the ability to undertake this. 13. Project management skills and experience of managing a research project/trial. **Desirable Criteria** 14. Experience of supervising undergraduate or postgraduate student projects 15. Evidence of commitment to Continuing Professional Development 16. Post-graduate qualification in clinical trials management or equivalent. 17. Supervision/mentoring of clinical trial staff.
Welsh Language Level	Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course. For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.
Additional Information	Informal enquiries: Dr Kym Carter k.carter@swansea.ac.uk or Professor Deb Fitzsimmons d.fitzsimmons@swansea.ac.uk

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