



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Operations Director, Faculty of Medicine and Health



Salary: Grade 9 (£50,132 to £58,089 per annum)

Reference: MHCTR1139

Closing date: 14 February 2019

Permanent

Operations Director

School of Medicine, Clinical Trials Research Unit (CTRU)

Can you provide operational leadership of a clinical trials team delivering gold standard clinical trials research? Do you have significant experience as an operations director or other senior leader working in cancer clinical trials? Do you have experience of strategy development and implementation?

Following several years of success and growth, including the recent award of a prestigious CRUK Clinical Trials Unit infrastructure grant CTRU are looking to appoint an Operations Director with significant clinical trials experience to provide operational leadership for the CTRU Cancer Clinical Trials Division.

You will be a key contributor to the development and delivery of the CTRU Cancer Clinical Trials Division research strategy and have overall responsibility for the strategic direction and day to day operations of the Division including: finance, contracting, quality standards, and project delivery and training. You will lead a team of approximately 80 trial and data management staff conducting approximately 30 clinical trials spanning phase I-III with an annual budget of approximately £2m.

You will have substantial experience of trial management of multi-centre clinical trials and an up-to-date knowledge of regulatory frameworks and clinical trials legislation. You will work closely with multiple stakeholders and be an excellent relationship builder, able to increase co-operation within and between departments.

What does the role entail?

As Operations Director your main duties will include:

- Leading the development and delivery of an operational strategy for trial and data management to enable growth of the Cancer Division and meet the objectives of the 5 year research strategy. Managing senior colleagues in delivering the strategy;
- Working with the Cancer Division Director(s) and Clinical Directors in the delivery of CTRU Cancer Division research strategy and future development. Taking a lead role in the development of new national and international clinical trials and associated initiatives through successful grant applications, developing strategic collaborations and publicising the work of the Unit through a variety of methods;



- Working with the other Operations Director(s) to promote research excellence and ensure trials are conducted to international quality and legal standards, taking specific responsibility for CTIMP quality standards and related training for trial and data management across CTRU;
- Leading and managing senior colleagues in the day to day operations of the Cancer Division including finance, quality standards, project delivery, monitoring and reporting performance metrics and training of the trial and data management team ensuring adherence to relevant legislation, timely completion and high standards.;
- Interpretation, impact assessment and implementation of national regulatory, funding and research infrastructure challenges and changes to ensure that all work being led by this post is fully integrated and responsive to new developments.
- Ensuring effective line management, probation, training and appraisal for the Heads of Trial Management within the Cancer Division and working with the current Operation Director(s) to oversee workload planning across the CTRU;
- Working with the current Operations Director(s) to promote research excellence and ensure trials are conducted to international quality and legal standards. Fostering a culture of continuous improvement and leading initiatives to streamline systems and processes within Trial and Data Management and improving training and development for trial and data management staff working on CTIMPs across the CTRU through cultural change;
- Contributing to the work of the national CRUK CTU Network and NCRI CTU Network. Development and leadership of national initiatives with particular relevance to the CRUK Centre performance metrics and Cancer Division through these networks; and
- Representing the CTRU on national trials prioritisation committees and with funders including pharmaceutical companies, charities and NIHR.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As an Operations Director you will have:

- Significant experience in the field of clinical trials (early to late phase multi-centre national and international CTIMPs and non CTIMPs within a complex multidisciplinary environment)
- Significant experience of clinical trial management in a leadership capacity
- Educated to degree level in scientific subject (or equivalent qualification/experience)
- Nationally recognised profile in clinical trials e.g. through membership of national research committees, publications or grant income
- Track record in successful portfolio management for a large portfolio of clinical trials including costing, financial management, project management, workforce planning and line management.
- Track record in participating constructively in complex multi-disciplinary meetings and decision making processes
- Experience in the development and implementation of clinical trials within the current legal, ethical, regulatory and CONSORT frameworks with knowledge and application of the regulatory and governance environment in the UK and Europe and the impact of regulatory issues on clinical trials.
- Capacity for original thought and to solve problems, identify issues and plan strategic action.
- Experience in delivering training programmes in research methods and trial conduct and developing team members to reach their full potential.
- Effective leadership skills with the ability to work both independently and collaboratively with stakeholders at all levels
- Flexible attitude on a day to day basis. Excellent interpersonal and communication skills. Firm and persistent when expressing views but a good listener comfortable changing course if given compelling reasons

You may also have:

- Clear understanding of the importance of clinical trials and ability to communicate this effectively to others
- In depth understanding of the role and importance of research in relation to health and social care
- Post graduate qualification



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Gill Booth, Operations Director

Tel: +44 (0)113 343 1496

Email: G.Eddison@leeds.ac.uk, or

Vicky Napp, Operations Director

Tel: +44 (0)113 343 4681

Email: V.Napp@leeds.ac.uk

Additional information

The [Clinical Trials Research Unit](#) (CTRU) within the Leeds Institute of Clinical Trials Research (LICTR) is an international leader in the field of clinical trials. The Unit is one of the largest in the UK and conducts national and international randomised and early phase clinical trials in a variety of clinical fields. Our main aim is to support the challenge of changing clinical practice for the better and our [past results](#) and current work have already helped to do this. Our results inform the academic development of this specialised field of clinical research on a national and international level. Particularly, we specialise in complex phase III trials, efficient phase I/II trials, biomarker driven designs, seamless phase II/III designs, adaptive designs and the development and evaluation of complex interventions.

Find out more about the [Clinical Trials Research Unit](#).

Find out more about our Institute [Leeds Institute of Clinical Trials Research](#).



Find out more about the [Faculty of Medicine and Health](#).

Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

