



UNIVERSITY OF LEEDS

## **CANDIDATE BRIEF**

**Campus Internship: Communications Officer  
Faculty of Medicine and Health**



**Salary: Grade 3 (£16,654 - £18,263 p.a.) pro rata**

**Reference: MHCTR1157**

**Closing date: 2<sup>nd</sup> June 2019**

**Fixed-term for 3 months (likely mid-June to mid-September 2019)**

**Open to current Leeds Undergraduate students only**

## **Campus Internship - Communications Officer Leeds Institute of Clinical Trials Research**

**Are you a current University of Leeds undergraduate student, with an interest in Communications and Public Relations? Would you like to gain valuable experience of establishing an effective communications network across the UK for a large recruiting NHS clinical trial?**

We are looking for a current Leeds undergraduate student to join us as an Intern in a professional office environment, in an organisation recognised for its high quality of academic provision, commitment to excellence and good practice. Our Internships are designed to enhance your employability and as such you will develop key skills and experience for your CV, including team work, interpersonal and communication skills, initiative, organisation, high quality administration and project development.

You will be responsible for promoting the ALPHA study with the aim of reaching patients in the community with severe chronic hand eczema. This may include:

- Engaging with TV, newspaper and radio both nationally and locally where hospitals are taking part in the study
- Using the trial Twitter account effectively to publicise the study
- Liaising with communications departments in the research and dermatology communities for publicity
- Liaising with individual hospitals, GP surgeries, pharmacies regarding advertising the study
- Contacting institutions/companies/events relevant to this condition to see if they can assist in promotion of the study
- Liaising with eczema charities and other patient forums for help to publicise the trial
- Promote ALPHA you tube video (<https://www.youtube.com/watch?v=i7Ftkoivmjs>)
- Identify any other relevant/suitable forms of advertising as appropriate

You will also be responsible for robustly tracking and documenting progress of this activity for submission to the study oversight committees and Funder.





With an interest in pursuing a career in communications, public relations or advertising, you will have strong communication skills and the ability to work effectively as part of a team; with a positive and proactive approach to problem solving and making improvements.

You will also have excellent organisational and planning skills and the ability to complete tasks to agreed deadlines and within mandated budgets. Strong IT skills and proficiency in the use of MS Office products (particularly Word and Excel) are essential.

## **What are the benefits?**

As a Communications Officer you will:

- Enhance your employability in a professional office environment in an organisation recognised for its high quality of academic provision, commitment to excellence and good practice
- Develop key skills and experience for your CV, including team work, interpersonal and communication skills, initiative, organisation, high quality administration and project development

## **What does the role entail?**

As a Communications Officer your main duties will include:

- Raising awareness of the ALPHA study amongst the general public with the aim of reaching patients with severe chronic hand eczema;
- Identifying suitable and appropriate avenues to publicise the study effectively;
- Using the trial Twitter account effectively to increase publicity of the study;
- Understanding the self-referral trial process and how publicity has/hasn't had a direct impact;
- Working within ethical guidelines and budgetary restraints;
- Accurately and thoroughly recording all activity and progress for use in Funder and oversight committee reports;
- Using your initiative to solve straightforward problems, following procedures and seeking further information as required;



- Building effective working relationships within the Clinical Trials Research Unit 'SIDD' division and contributing to team decisions where appropriate;
- With support from the Senior Trial Manager/Head of Trial Management making suggestions on how to improve CTRU communications practices and processes

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 a Communications Officer you will be/have:

- A University of Leeds undergraduate student, in your first, second or penultimate year;
- Excellent organisational and planning skills and the ability to complete tasks to agreed deadlines;
- Strong communication skills and the ability to work effectively as part of a team;
- The ability to build professional working relationships with internal and external staff, using effective negotiation, diplomacy and influencing skills;
- The ability to assimilate information and reproduce it in a clear, accurate and relevant manner;
- A positive and proactive approach to problem solving and making improvements;
- Strong IT skills and proficiency in the use of MS Office products, particularly Word and Excel;
- A good working knowledge of social media and how to use this effectively and appropriately
- An interest in pursuing a career in Communications, PR and advertising

You may also have:

- Knowledge of the UK Clinical Research Network
- Knowledge of UK research regulatory requirements
- Understanding of clinical trials
- Knowledge of medical terminology



## 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.

You can get feedback on your application via the Careers Centre drop in service currently available 1pm – 4pm Monday to Friday at the Careers Centre.

Outside of these hours there are bookable 'application support' appointments via <https://mycareer.leeds.ac.uk/>. If you are away from Leeds, you can 'Ask a Question' on [MyCareer](#) to receive online feedback, queries will be answered within 3 working days.

## Contact information

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

**Rachael Gilberts, Senior Trial Manager**

Tel: +44 (0)113 343 1724

Email: [R.M.Gilberts@leeds.ac.uk](mailto:R.M.Gilberts@leeds.ac.uk)

## Additional information

The Clinical Trials Research Unit 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 our Clinical Trials Research Unit and our 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 in our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto: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.

