



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Data Management Assistant, Faculty of Medicine and Health



Salary: Grade 4 (£19,202 – £22,017 p.a.)

Reference: MHCTR1164

Closing date: 25 August 2019

Open Ended Fixed Funding for 36 months

Data Management Assistant School of Medicine, Leeds Institute of Clinical Trials Research

Do you want to work for an Institute which is leading in clinical trials research that impacts clinical practice? Are you hard working with an interest in helping to generate high quality and reliable data to answer research questions?

The Institute has a national and international reputation for conducting complex, large clinical trials, which address issues of high importance to the NHS and the public; specialising in cancer, mental health, stroke, obesity, elderly people, cardiovascular disease, musculoskeletal disease, oral health and skin.

We are looking for proactive and motivated people to join our team and help provide an efficient data management service and clerical support for specific research projects. The role is critical to successful trial delivery and the datasets you help deliver will influence treatments and outcomes for patients.

What does the role entail?

As a Data Management Assistant your main duties will include:

- Verification of the Case Report Forms to ensure data are reported correctly, at the appropriate times and according to the protocol and associated work instructions. Identifying where this is not the case and taking appropriate action;
- Ensuring that the data entered onto the database for specific trials or research projects have been entered accurately, i.e. data checking, and monitoring the error rates of data entry;
- Monitoring the data set for completeness and accuracy using manual checks or computer validation and reports;
- Establishing and maintaining professional relationships with sites to ensure they understand data collection requirements;
- Sending queries to sites to obtain missing or clarify inconsistent data;
- Identifying any problems with the database and taking appropriate action;
- Working with the Data Manager to test data entry screens and standard reports;
- Preparing standard data reports for meetings;



- Maintaining adequate records, keeping an up-to-date filing system and general trial administration;
- Assisting in the training and supervision of Data Entry Clerks/Clerical Assistants as required for specific projects;
- Maintaining trial specific work instructions relating to data management;
- Ensuring that appropriate security measures are taken to prevent unauthorised access to patient named data, in accordance with the Data Protection Act.

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 Data Management Assistant you will have:

- 5 GCSEs (or equivalent qualification) at Grade C or above (including English and Maths);
- Demonstrable experience of entering large amounts of data accurately within databases;
- Demonstrable experience of managing large amounts of data within databases to create a timely, accurate and complete dataset;
- Effective organisation skills, co-operative working with others and ability to meet tight deadlines;
- Excellent verbal and written communication skills including initiating and handling telephone queries and email enquires professionally;
- Experience of reviewing and updating documentation, for example work instructions;
- Experience of using Microsoft Outlook, Word, and Excel effectively;
- Proven ability to identify problems with data;
- Proven can do problem solving approach.

You may also have:

- Experience of data management within a large scale clinical trial;
- Knowledge of medical terminology;
- Previous experience working with medical and/or confidential data.



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:

Louise Flanagan, Head of Trial Management

Tel: +44 (0)113 343 8391

Email: L.M.Flanagan@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 is 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.

