UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Senior Clinical Trial Coordinator, Faculty of Medicine and Health

Salary: Grade 6 (£27,511 – £32,817 per annum)

Reference: MHCTR1169

Fixed-term for 36 months

Senior Clinical Trial Coordinator
School of Medicine, Clinical Trials Research Unit (CTRU)

Do you have experience of clinical trial coordination or clinical trial management? Do you have excellent organisational and communication skills? Do you want to be part of a leading team that has a national and international reputation for excellence in conducting complex, multi-centre clinical trials?

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. You will join our team and take responsibility for coordinating specific clinical trials from set-up and recruitment through to trial closure and analysis.

You will co-ordinate one or more multi-centre trials ensuring international quality standards in trial management for the project/s within a therapeutic area. You will also support the dissemination of research results. You will have experience of trial coordination and/or trial management gained working on interventional trials along with an up-to-date knowledge of legislation, regulatory and governance environment relating to clinical trials. As you will work closely, interactively and collaboratively with numerous stakeholders you will need excellent communication, interpersonal and team working skills, along with the ability to manage and meet deadlines.

What does the role entail?

As a Senior Clinical Trial Coordinator your main duties will include:

- Co-ordinating the set-up, conduct and closure of multi-centre randomised controlled trials, and contributing to the design, from a trial co-ordination, regulatory and logistics perspective;



- Managing and coordinating projects on a day-to-day basis, meeting agreed milestones, highlighting issues for further discussion with the senior project team and supervising and managing trial co-ordination staff working on the projects;
- Maintaining a thorough and up-to-date understanding and working knowledge of legislation, guidance and local and national initiatives relating to clinical research and applying this knowledge through working practices on the projects you co-ordinate;
- Establishing and maintaining professional relationships with collaborators including clinicians, professors, relevant laboratory and research staff at centres participating in specific projects;
- Actively contributing to the development of CTRU systems and processes through involvement in Working Groups and development or amendment of associated documentation;
- Contributing to high quality publications in peer-reviewed clinical and methodological journals and presenting research, and/or issues in trial design and conduct, at local and national meetings and conferences;
- Delivering relevant training sessions internally within the Unit.

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 Senior Clinical Trial Co-ordinator you will have:

- Experience in Trial Co-ordination and/or Trial Management of interventional trials in a quality assured clinical trials environment or substantial experience of working collaboratively across several organisations in a research capacity;
- Knowledge of the regulatory and governance environment in the UK and other relevant guidance, for example Consolidated Standards of Reporting Trials (CONSORT), and the practical application within projects;
- A confident manner and inquisitive mind and ability to constructively participate in complex multi-disciplinary meetings and decision making processes
- Ability to assimilate information and reproduce it in a clear, consistent and accurate manner, tailoring it to suit purpose and audience



- Excellent interpersonal and diplomacy skills, with the ability to build professional working relationships with internal and external stakeholders and work effectively in a team environment, assuming responsibility and making decisions where appropriate;
- Strong initiative, with a high level of organisational, planning and self-management skills, including the ability to work on a range of different tasks simultaneously, manage and meet multiple deadlines and effectively handle or escalate problems;
- A commitment to upholding University values and taking ownership for personal development.

You may also have:

- Experience of trial management within a relevant area, such as Clinical Trials of Investigational medicinal Products (CTIMP), surgery, device or complex intervention.

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:

Suzanne Hartley, Head of Trial Management
Tel: +44 (0)113 343 8041
Email: s.hartley@leeds.ac.uk

Additional information

Find out more about the Clinical Trials Research Unit.

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.