



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**DenTCRU Operations and Strategic Manager  
Faculty of Medicine and Health**



**Salary: Grade 8 (£41,526 – £49,553 p.a.)**

**Reference: MHDEN1162**

**Closing date: 21 October 2019**

**We are happy to consider job share applications and are committed to flexible working for all our employees.**

# **DenTCRU Operations and Strategic Manager**

## **Dental Translational and Clinical Research Unit**

### **School of Dentistry**

**Do you have a sharp attention to detail, a keenness to drive forward a research agenda and strong managerial leadership for a burgeoning research portfolio? Are you an enthusiastic team player with excellent communication and coordination skills? Would you like to manage a purpose built dental translational and clinical research unit and a research portfolio both within the facility and the local community?**

We are looking for an enthusiastic individual to lead trial management for the Dental Translational and Clinical Research Unit (DenTCRU). As DenTCRU Operations and Strategic Manager, you will be involved in a wide range of activities, from coordinating funding applications, supporting ethical approvals and providing governance oversight, study set-up through to study closure, publication and dissemination events. You will also support the development of the research portfolio through training, oversight and day-to-day management of the DenTCRU staff, and ensure appropriate development and expansion of Standard Operating Procedures (SOPs) to ensure highest standards of clinical governance. DenTCRU is a key strategic hub for the NIHR Leeds Clinical Research Facility which provides access to a larger Trial Management team and infrastructure.

Applicants should have excellent communication and project management skills, extensive experience in multi-centre clinical trial co-ordination and management, working knowledge of the regulatory and governance environment relating to clinical trials. To facilitate the development and delivery of the DenTCRU portfolio of research will need to both lead and be able to work well within multidisciplinary teams. Typically these teams comprise a range of health professionals spanning dentistry and medicine, basic scientists, methodologists (trialists, statisticians, health economists and qualitative researchers), and representatives of key external stakeholders (such as, external clinical trials units (CTUs), clinical research organisations (CROs) and representatives of the Office of the Chief Dental Officer). Experience of working at the interface of the NHS and University Institutions (for trial operations and finance) will be invaluable to the post holder.



## What does the role entail?

As DenTCRU Operations and Strategic Manager, your main duties will include:

### **Leadership of the operational management to ensure continued successful delivery of the DenTCRU research portfolio:**

- Leadership of DenTCRU's research portfolio – reviewing study timelines, mapping resource, staff capacity and capability;
- Management of DenTCRU staff to provide a high quality research environment compliant to local and national research governance;
- Leadership of study monitoring ensuring medico-legal & ethical compliance;
- Leadership of DenTCRU facility. Maintaining it in a good and safe working order, ensuring that the facility is fully functional, serviced, calibrated and fit for site inspection by regulators or industrial sponsors.

### **Promotion of Research Excellence and Communication:**

- You will be the initial point of contact for all enquiries to DenTCRU. Working closely with the DenTCRU Director and Senior Management team (SMT) to promote DenTCRU. Acting as key line of communication and producing written reports for SMT relating to strategic portfolio development and delivery. Preparing external reports to funding bodies (charitable, public and/or private sector), sponsors, the NIHR CRN, members of the TSC and DMEC and regulatory authorities as required;
- Deputise for the DenTCRU Director on internal committees within the University and/or LTHT and external meetings as required;
- You will work in partnership with DenTCRU Director, clinicians/researchers within SoD and LDI supporting the development and submission of grant applications and advising on the design from a trial coordination, regulatory and logistics perspective. Promoting the academic profile of DenTCRU through contributing to high quality publications in peer-reviewed journals and presenting research at local, national and international conferences.

### **Trial Conduct and Quality Assurance:**

- You will be a member of the DenTCRU Senior Management Team and will work closely with the DenTCRU Director, DenTCRU senior statistician, Chief Investigators and industry senior staff to design, set-up and co-ordinate clinical trials/studies (regional, national and international);



- You will lead systems to monitor all aspects of study progress including GANTT review, timely safety reporting, ethical conduct, recruitment and centre progress, data quality, security and ethical/ legal compliance, identifying any issues potentially affecting planned delivery and development of remedial recovery strategies as required. You will ensure timely liaison with the Director of DenTCRU to mitigate risk and implement effective solution. Ensuring readiness of the DenTCRU portfolio for external monitoring (external trial monitors and HMRA inspections).

### **Staff Management:**

- Define and prioritise the workload for DenTCRU staff in consultation with the DenTCRU Director. Providing day-to-day staff management, induction training, annual staff appraisals, including those jointly managed by LDI (e.g. dental nursing and dental hygiene therapists);
- Coach and mentor less experienced members of the DenTCRU team to optimise performance and learning. Actively promote and engage with the University's People Management Framework to ensure high standards of employment practices and staff management across DenTCRU (<http://www.leeds.ac.uk/hr/development/pmf.htm>).

### **Specialist role:**

- Maintain a specialist knowledge of dentistry and oral health research supervising the portfolio of studies within DenTCRU from grant applications, trial-set up, recruitment to closeout and dissemination;
- Undertaking methodological or other research as and when appropriate;
- Responsibility for the NIHR portfolio accrual information - dealing promptly with data for proactive uploading onto the NIHR CRN portfolio database and queries addressed in a timely manner;
- Maintaining a good up to date awareness of clinical trial-related issues, particularly issues affecting clinical research and management of oral health or devices trials to ensure DenTCRU is compliant with GCP and with any new Governance arrangement/legislation relating to clinical trial conduct.

### **General duties which include;**

- Adhere to University values and standards, including the Leadership and Management Standard, and in line with University policies, procedures, and local Faculty/School benchmarks as appropriate, upholding high professional standards and leading by example;



- Maintain a safe and healthy work environment, including ensuring compliance with health and safety legislation and the undertaking of appropriate risk assessments;
- Comply with the University's financial and procurement procedures and regulations, undertaking relevant induction/training.

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.

You will report to Professor Sue Pavitt, Director of DenTCRU, Professor of Translation & Applied Health Research, School of Dentistry.

## What will you bring to the role?

As DenTCRU Operations and Strategic Manager you will have:

- A degree level education in a scientific subject (or equivalent qualification/experience);
- Considerable operational experience of multi-centre Trial Co-ordination/Trial Management;
- Experience in the development and delivery of clinical trials within a relevant therapeutic area;
- Grant application experience – ability to identify and target external funding opportunities and provide support for drafting grant applications;
- Experience in obtaining appropriate regulatory and governance approvals and delivery of clinical trials within the current legal, ethical and regulatory frameworks;
- Operational experience of developing and implementing processes to support research delivery and governance compliance (e.g. working according to Standard Operating Procedures (SOPs) and monitoring);
- Effective problem solver, with strong negotiation skills with ability to lead and effect change;
- Effective organisational skills and proven ability to prioritise own and other work;
- Ability to work as an effective member of a team and also demonstrable leadership qualities;



- Experience and ability to participate constructively in complex multi-disciplinary environment and decision making processes;
- Experience as an effective communicator both written and verbally with a wide range of professionals, including senior staff, across a range of organisations;
- Track record in staff management with ability to support and motivate others.

You may also have:

- Postgraduate Research Experience / PhD in a clinical /methodological relevant area;
- Knowledge of clinical research contracting and site set up e.g. clinical trials agreements, collaboration agreements, NIHR Schedule of Events and Cost Attribution Tool (SoECAT) (or the predecessor form NIHR Schedule of Events);
- Experience of delivery of oral health/ dental clinical trials/studies;
- Awareness of research design methodology used in dental trials;
- Experience of working with large clinical data sets, data manipulation and use of associated programmes/ software tools;
- Experience of establishing and maintaining databases;
- Experience of managing programme finances;
- Experience of delivering conference presentations;
- Experience of tissue bank activities for trials.

## 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:

Professor Sue Pavitt, Director of DenTCU

Tel: +44 (0)113 343 6985

Email: [s.pavitt@leeds.ac.uk](mailto:s.pavitt@leeds.ac.uk)

(Please cc in DenTCRU PA: Ayna Beden [a.beden@leeds.ac.uk](mailto:a.beden@leeds.ac.uk))



## Additional information

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

Find out more about [DenTCRU](#)

Find out more about our Research and associated facilities. [School of Dentistry.](#)

Find out more about [Athena Swan](#) in the Faculty.

Find out more about our Faculty initiatives. [Working in Partnership](#)

### 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](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.

