



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Cardiovascular Epidemiology Group Project Manager, Faculty of
Medicine and Health**



Salary: Grade 7 (£33,797 - £40,322 p.a.)

Reference: MHLCM1203

Full Time (100% FTE)

Closing date: 28 November 2019

Fixed term until 31 December 2020

Cardiovascular Epidemiology Group Project Manager Leeds Institute of Cardiovascular and Metabolic Medicine, and Leeds Institute for Data Analytics School of Medicine

Are you ambitious and looking for your next challenge? Do you have experience in trial coordination or clinical research administration? Do you want to be part of a leading team that has a national and international reputation for excellence in conducting clinical research?

The Cardiovascular Epidemiology Group within the Leeds Institute of Cardiovascular and Metabolic Medicine (LICAMM) and physically located in the Leeds Institute for Data Analytics (LIDA), University of Leeds, is led by Professor Chris P Gale, Professor of Cardiovascular Medicine, Honorary Consultant Cardiologist, and Co-Director of LIDA. The group has a portfolio of research extending from large scale observational studies, linked patient records cohorts, randomised controlled trials and data driven discovery, and is replete with or has received major research grants from the British Heart Foundation, National Institute for Health Research, Horizon 2020, Wellcome Trust, and industry partners.

You will provide a wide range of support to Professor Gale's research portfolio, predominantly relating to a €20M Horizon 2020 programme, and a European Society of Cardiology programmes of work. You will also provide support for Professor Gale's other research grants as well as clinical research activities.

Duties will include responsibility for set-up and coordination of Professor Gale's research studies, writing IRAS applications, participating in grant applications, overseeing research funds, organising, managing and recording research meetings, ensuring compliance with the statutory requirements relating to research activities, and undertaking the reporting of research studies to funders,

You should have a degree in a basic science or other related subject or equivalent relevant qualification/experience. Effective communication, organisational and prioritising skills with an ability to meet tight deadlines, along with well-developed computer skills and excellent attention to detail are essential. You will have experience of clinical research, spanning observational studies and randomised clinical trials, as well as NHS research.



This post is based in LICAMM, University of Leeds and will include a physical interface with the Leeds Teaching Hospitals NHS Trust.

What does the role entail?

As Cardiovascular Epidemiology Group Project Manager your duties will include:

- Leading the set-up, conduct and closure of research and clinical studies, including actively contributing to the design, from a study co-ordination, regulatory and logistics perspective;
- Leading on the application for regulatory approvals, such as IRAS;
- Managing projects, developing and implementing systems to monitor all aspects of project progress including ensuring adherence to milestones and resources, making day-to-day decisions, independently dealing with project-related queries, or resolving queries through liaison with appropriate subject experts, to ensure responses are dealt with promptly and accurately, and highlighting critical issues to the senior team;
- Actively contributing to the development of systems, processes and best practice, making recommendations for improvement and implementing agreed changes;
- Supporting the development and submission of grant applications, including advising on the design from a study coordination, regulatory and logistics perspective and contributing to high quality publications in peer-reviewed journals;
- Developing a thorough and up-to-date understanding and working knowledge of legislation, guidance and local and national initiatives relating to clinical research, applying this knowledge through working practices on the projects you work on, and implementing on-going quality assurance and audit programmes;
- Offering advice, guidance and management to researchers, trial and study administrators and research nurses in all stages of each clinical study;
- Establishing and maintaining professional relationships with the wider project team and external collaborators including clinicians, professors and relevant research staff, locally, nationally and internationally according to the project specification;
- Acting as a key point of communication and producing written reports to funding bodies (which may be charitable, public and/or private sector), sponsors, the



UKCRN Co-ordinating Centre, members of the TSC and DMEC and regulatory authorities as required;

- Prepare slide reels and or equivalent for presentations/talks/meetings relating to Professor Gale's academic activities;
- Deputising for Professor Gale in his absence.

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 Chris P Gale.

What will you bring to the role?

As Cardiovascular Epidemiology Group Project Manager you will have:

- Education to degree level in a basic science or other related subject or equivalent qualification / experience;
- Excellent knowledge of ICH-GCP, the Medicines for Human Use Act (2004) and the Research Governance Framework and an understanding of the clinical trials processes, including regulatory approval, trial management and patient recruitment;
- Proven experience in a clinical research or health data sciences setting;
- Experience of setting up a clinical trial in a quality assured clinical trials environment and of producing regulatory and ethical submissions and reports, or setting up a health data observational study in an academic environment and of producing regulatory and ethical submissions and reports;
- Relevant working experience of maintenance & use of clinical trial or research study databases;
- Understanding of clinical trial design, observational health data study design and feasibility issues;
- Understanding of the use of digital tools and devices for the collection of patient data for research;
- Ability to review situations using strong problem solving and analytical skills to identify, gather and assess relevant information and to independently implement solutions;
- Highly developed facilitation skills, providing structure and process so high-quality decisions can be made;



- Ability to clearly and confidently communicate complex and sensitive information in both individual and group situations.

You may also have:

- Experience of setting up and/or co-ordinating a multi-centre clinical trial or observational study in a quality assured clinical trials or health data science environment;
- Experience of protocol production;
- Experience of managing spending within a budget;
- Experience of preparing grant applications and scientific/research papers;

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 Chris P Gale

Email: Karen Fletcher (PA to Prof Gale) K.MendesBarbosaFletcher@leeds.ac.uk

Twitter: @cpgale3

Additional information

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

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

Find out more about [LICAMM](#)

Find out more about [LIDA](#)

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.

