UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Scleroderma Clinical Trial Coordinator,

Faculty of Medicine and Health

Salary: Grade 5 (£23,067 – £26,715 p.a.)

Reference: MHLRM1127

Closing date: 22 January 2020

Fixed-term until 30 November 2020

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

Scleroderma Clinical Trial Coordinator
School of Medicine
Leeds Institute of Rheumatic & Musculoskeletal Medicine

Would you like to work in an exciting clinical academic environment? Do you want to be part of research working towards the prevention of Scleroderma?

We are looking for an enthusiastic individual with excellent organisational skills, to become a key member of our research team. You will be responsible for the coordination of studies within the Scleroderma team; A Stratification for Risk of Progression in Systemic Sclerosis and related studies, from set-up and recruitment through to trial closure and analysis. The research team comprises Clinicians, Research Nurses, Clinical Trial Assistants and a Project Manager.

Attention to detail and excellent communication skills are essential for this role. You should also have an understanding of the UK clinical research environment.

What does the role entail?

As a Scleroderma Clinical Trial Coordinator, your main duties will include:

- Contributing to the set-up, operation and closure of scleroderma clinical trials and providing ongoing coordination of established studies;
- Maintaining all study documentation, including the Trial Master File. Implementing processes where necessary to improve office systems;
- Establishing relationships as coordinating centre, with sites participating in scleroderma clinical trials and act as a key contact;
- Collaborating with Clinicians and Project Managers to design and test clinical trial databases, working closely with the Database Manager;
- Coordinating study data management, identifying data validation issues and working with the Database Manager to resolve any problems;
- Organising and attending Scleroderma team meetings;
- Developing an understanding of study processes and data, thereby enabling production of reports to inform strategy;
- Identifying any issues or problems and escalating as appropriate;
- Development of knowledge relating to the UK clinical research environment and applying this understanding and knowledge to studies that you work on;

- Supervising and working effectively alongside the Scleroderma Administrative Assistant, Clinical Trials Assistant and Data Entry Assistant as well as the wider Clinical Trials team.

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 Clinical Trials Coordinator you will have:

- Life Sciences degree or a degree in a relevant subject area, or equivalent experience;
- Awareness of clinical research processes/initiatives and regulatory requirements within the UK;
- Effective interpersonal and communication skills, being able to communicate at all levels;
- The ability to develop effective working relationships, interact and collaborate with a wide range of professionals, including senior staff, across a range of organisations;
- The ability to review situations using problem solving and analytical skills to identify, gather and assess relevant information, escalating where necessary;
- 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;
- The relevant working experience of the Microsoft Office suite, especially Word, Excel, PowerPoint, and Outlook;
- The motivation to maintain up-to-date knowledge of clinical research environment;
- The ability to use initiative and participate constructively in meetings, working effectively both independently and as part of a team.

You may also have:

- Experience of clinical trial coordination;
- Experience of data management and / or experience of working with large data sets;



- Experience or knowledge of database requirements for the collection of clinical research 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 (Monday to Thursday):

Collette Hartley, Project Manager
Tel: +44 (0)113 3924934
Email: c.hartley1@leeds.ac.uk

Additional information

Find out more about the Faculty of Medicine and Health

Find out more about Athena Swan in the Faculty.

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 (Exceptions) Order 1975
This post requires a standard criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

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.