UNIVERSITY OF LEEDS

CANDIDATE BRIEF

ARIA Clinical Trials Coordinator, Faculty of Medicine and Health

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

Reference: MHLRM1133

Closing date: Friday 3rd July 2020

Fixed-term for 12 months

ARIA 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 inflammatory arthritis?

We are looking for an enthusiastic and driven 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 At Risk of Inflammatory Arthritis (ARIA) team focussing on those studies related to the prevention of developing rheumatoid arthritis, from set-up and recruitment through to trial closure and archive. 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 an ARIA Clinical Trial Coordinator, your main duties will include:

- Contributing to the set-up, operation and closure of inflammatory arthritis clinical trials and providing ongoing coordination of established studies;
- Engaging with the Primary Care specialty of the Clinical Research Network, the Leeds Community Healthcare NHS Trust and GP surgeries & being a key point of contact;
- Maintaining all key study documentation, including Trial Master Files (TMF). Implementing processes where necessary to improve office systems;
- Conducting and supporting study data management, including data entry & inputting patient recruitment onto the EDGE system, identifying data validation issues and working with the Database Manager to resolve any problems;
- Organising and attending the 'ARIA' team meetings;
- Overseeing and facilitating the Chapel Allerton CSU Feasibility Committee, including taking minutes and notifying research teams of outstanding actions;



- Developing a thorough and up-to-date working knowledge of ICH-GCP and legislation, such that you are able to identify any issues or problems and escalating as appropriate internally or via the Sponsor;
- Supervising and working effectively alongside the ARIA Clinical Trials Assistant as well as the wider research team.
- Organising expert stakeholder meetings including liaising with potential participants, preparing documents and taking minutes

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 an ARIA Clinical Trials Coordinator you will have:

- Life Sciences degree or a degree in a relevant subject area, or the equivalent level of experience;
- Awareness of clinical research processes and regulatory requirements/framework 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 appropriately wherever 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;
- 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:

- Pre-existing 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;
- Experience of working within Primary Care research.

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):

James Goulding, MSK Trial Management Lead
Tel: +44 (0)113 39 24396
Email: j.t.r.goulding@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
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.