



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Research Assistant/ Trial Manager
Faculty of Medicine & Health**



Salary: Grade 6 (£27,511 – £32,817 p.a.)

Reference: MHIHS1256

Closing date: 24 August 2020

Fixed-term for three years

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

Research Assistant/Trial Manager

Faculty of Medicine & Health

Leeds Institute of Health Sciences

Are you an enthusiastic researcher looking for a career in behaviour change trials?

Are you interested in doing a PhD in trial management or a related field?

Do you have an academic background in trial management, behavioural science, health sciences, statistics, or a related field?

We are seeking an individual to support an NIHR Advanced Fellowship (PI: Dr Sam Smith) which aims to develop, pilot and optimise four behavioural interventions to improve medication adherence in women with breast cancer. You will be supported to lead the pilot phases of the work. This post will focus on trial management, with the potential to undertake novel research into improving trial conduct. Your role will involve developing skills in trial management, patient and public involvement, trial design, statistical analysis, qualitative research, and survey research. A second post will be advertised separately, and will focus on intervention development.

Funds are available to complete a PhD alongside this post. The package includes fully funded tuition fees, support for training activities and the potential to attend national and international conferences. Your research will be strongly supported by funding from the NIHR.

The project is guided by the Multiphase Optimisation Strategy (MOST), an engineering-inspired framework for the optimisation of behavioural interventions. You will be involved in a pilot optimisation trial using a novel experimental design (a fractional factorial trial). Training and guidance will be given to those unfamiliar with the MOST framework and factorial trial designs.

The post will be supported to lead on all activities related to site set-up, trial coordination and delivery. The PhD project affiliated with the trial may involve additional trial conduct research (e.g. Studies Within A Trial, SWATs) that will be planned within post, depending on the interests of the applicant and with guidance from Leeds Clinical Trials Research Unit (CTRU).



What does the role entail?

You will work with the Principal Investigator, Research Assistant and Leeds Clinical Trials Research Unit staff to:

- Co-ordinate and manage a pilot trial, including identifying and communicating with research sites, undertaking site initiation visits, responding to site queries, co-ordinating trial committees;
- Support research activities, including planning and undertaking observational and interventional studies, interpreting quantitative and qualitative findings, generating high-quality outputs, presenting findings at national and international meetings;
- Attend formal training and undertake self-study to continually update your knowledge and skills in clinical trials, behavioural interventions, breast cancer and medication adherence;
- Prepare and submit HRA and ethics applications, including writing trial documents, liaising with sites, managing submissions for Excess Treatment Costs, ensuring adherence to data protection requirements;
- Coordinate patient and public involvement (PPI) activities;
- Prepare reports for NIHR and other stakeholders;
- Contribute to knowledge exchange and dissemination activities;
- Promote the group's work and the contribution it can make to applied health research within the University, region, nationally and internationally;
- Contribute to the research culture of the School;

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 Sam Smith, Associate Professor.

What will you bring to the role?

As a Research Assistant / Trial Manager you will have:

- A first degree or Masters in behavioural science/psychology, health sciences, statistics, trial management or a related field



- Evidence of effective project management and organisational skills with the ability to coordinate and prioritise tasks, while maintaining a high level of accuracy
- A proven ability to work both independently and as a team;
- Knowledge and/or experience of NHS ethics and governance procedures;
- An understanding of:
 - How to design or manage a behavioural trial, AND;
 - medication adherence or breast cancer survivorship issues, AND;
 - basic statistical principles
- Excellent interpersonal and communication skills, both written and verbal. The ability to communicate effectively with a wide range of stakeholders;
- Excellent time management and planning skills, with the ability to meet tight deadlines;
- Excellent writing skills including the ability to prepare and contribute to the authorship of publications for international journals and conferences.
- Ability to follow and contribute to best-practice guidelines relating to data management and information governance.

You may also have experience in:

- Supporting or managing a behavioural trial
- Conducting and analysing survey research or qualitative research
- Behavioural intervention development
- Working within a multi-disciplinary research team within an academic environment
- Conducting research within the NHS
- Publishing academic outputs

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.

Before you apply for a secondment you must have agreement from your line manager / organisation that you are able to take up the role on a secondment basis if successful.



Contact information

To explore the post further or for any queries you may have, please contact:

Dr Sam Smith, Associate Professor

Tel: +44 (0)113 343 0892

Email: s.smith1@leeds.ac.uk

Additional information

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

Find out more about our [Institute](#).

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.

