Job title | Trial Administrator (fixed term) | Job family and level | Administrative, Professional and Managerial Level 2
---|---|---|---
School/Department | School of Medicine, Nottingham Clinical Trials Unit (NCTU) | Location | Nottingham Clinical Trials Unit, University Park Campus

### Purpose of role
The Nottingham Clinical Trials Unit (NCTU) is seeking to recruit a Clinical Trial Administrator with a strong background in administration. You will work within our multidisciplinary team to support the successful delivery of trials.

Nottingham Clinical Trials Unit (NCTU) is a UK Clinical Research Collaboration registered Clinical Trials Unit (http://www.ukcrc-ctu.org.uk) based in the School of Medicine at the University of Nottingham. The unit’s mission is to conduct high quality, high impact multicentre trials to improve health and well-being.

NCTU has a broad portfolio of trials including studies evaluating medical devices, medicines and complex interventions. The unit currently has around 50 staff, and with the recent investment of strategic development funding from the University this is anticipated to expand to 100 staff over the next 3-5 years.

For further information see: [http://www.nottingham.ac.uk/nctu/index.aspx](http://www.nottingham.ac.uk/nctu/index.aspx)

### Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<td>80 %</td>
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**Administrative Support:** To provide administrative support to the trial team, primarily, to help ensure the smooth running of trials by:

- Printing and sending out materials to study sites and pharmacy
- Sending questionnaires or other research related materials to participants
- Maintenance & filing to Trial Master File, local site files and central files
- Planning travel arrangements
- Helping to arrange and minute research related meetings
- General administrative duties
- Entering participants tracking data into trial management database (as required)
- Tracking sent and received documents
- Liaising with third party providers
- Keeping finance spreadsheets up to date and check income and outgoings against the University finance system
- Undertaking training to ensure familiarity with Clinical Trial Regulations
- Undertaking training to ensure familiarity with University systems
<table>
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<th><strong>Telephoning participants / sites:</strong></th>
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| 2 | - Making regular telephone calls to patients in the study and recruiting sites  
   - Interpreting information given by patients and entering data to the database as appropriate  
   - Referring any issues arising as a result of the telephone to the clinicians or the trial manager as appropriate |
|   | **Data entry:** |
| 3 | - Entering participant data from the case report forms (CFR) onto the database in an accurate and timely manner  
   - Perform initial quality review of the CRFs for missing data and erroneous data, as required  
   - Highlighting data queries to the trial manager and liaising with Data Management and study site staff to resolve, if deemed appropriate by the trial manager. Where appropriate, queries are then followed up by the post holder with either the doctor or the participant, to ascertain the correct information |
| 4 | **Any other duties:** |
|   | - Appropriate to the role and level |
## Person specification

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<th>Essential</th>
<th>Desirable</th>
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| **Skills** | | Initiative  
| Computer literacy is required, particularly in using Microsoft applications (Word, and PowerPoint, Outlook).  
| Good organisational skills  
| Capable of working without close supervision.  
| Ability to plan and prioritise work activities  
| Attention to detail  
| Ability to work as part of a team as well as independently | Understanding of research approvals (ethics and NHS approval) |

| **Knowledge and experience** | | Clinical trial administration experience  
| Previous experience working in a busy environment | Experience of working in a healthcare/research environment  
| Experience of working as part of a team across multiple projects  
| Experience contacting participants and doctors  
| Clinical trial data entry experience  
| Knowledge of databases |

| **Qualifications, certification and training (relevant to role)** | | Minimum GCSE or equivalent in English and Maths (Grade A-C) |

| **Other** | | Good telephone manner  
| Adaptable and flexible attitude  
| Willingness to adopt the Ethos and Principles of the School of Medicine to improve the student experience |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

**Taking ownership**
Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

**Forward thinking**
Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

**Professional pride**
Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

**Always inclusive**
Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

This is a Smart Art diagram. Click on the boxes to enter the role holder’s job title, line manager’s job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

**Please remove this paragraph of instructions before submitting the role profile**