## Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Database System Developer</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>School of Medicine, Division of Clinical Neuroscience</td>
</tr>
<tr>
<td>Job family and level</td>
<td>Administrative, Professional and Managerial Level 4</td>
</tr>
<tr>
<td>Location</td>
<td>Clinical Sciences Building, Nottingham City Hospital</td>
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### Purpose of role

To develop and support software and systems for clinical trials, primarily relating to stroke research in line with regulatory requirements, research governance policies and requirements of the funders.

### Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
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<tr>
<th>% time per year</th>
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<tr>
<td>60%</td>
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<tr>
<td>30%</td>
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#### Trial Databases

- Contribute to the design of data collection forms for both paper and Remote Date Capture studies in collaboration with the NCTU multidisciplinary trial team
- Specification and documentation of data validation/edit checks and maintenance of related documentation. Annotation of Case Report Forms
- Build and maintain clinical trial databases; implementation of data entry screens and programming of specified data validation checks
- Create test data and document testing to ensure all assigned project databases and programs are 100% functional and signed off prior to final release and entering of live data
- Setup database reports to enable a focused review of the data
- Produce data extractions from trial database to output data in an appropriate format for the trial statistician
- Maintain modular CRF libraries to promote reuse
- Provision, as appropriate programming cover for all essential Trial Databases

#### Business and Trial Management Systems

- Working as part of the developer/programmer team with the senior management team, trial managers, data managers, statisticians, and other members of the NCTU multidisciplinary team to develop and maintain efficient generic Trial Management systems.
- Develop and maintain business systems to improve the efficiency of the NCTU; comprising the full project life cycle
- Develop and deliver training and support for the Trial Management systems
- Collaborate and share knowledge with existing staff, and ensure
| 4 | **Other:**  
|   | ▪ Evaluation of relevant new technologies and procurement of software and software tools.  
|   | ▪ Ensure programming knowledge is updated and appraisal/development goals are met. | 10% |
Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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</table>
|        | ▪ Proven ability to write and maintain static and dynamic web pages  
▪ Ability to interrogate relational databases and proficient in writing SQL  
▪ Ability to write and maintain technical documentation/specifications  
▪ Ability to program, specifically using; VBScript, ASP, MS-SQL server  
▪ Ability to write and maintain server-sided scripts/scheduled tasks  
▪ Advanced Microsoft Access and Excel skills  
▪ Effective communicator  
▪ Good team working skills  
▪ Strong ability to solve logical problems  
▪ Ability to work independently without close supervision  
▪ Ability to Write Java Script. | ▪ Experience in setting up and maintaining IT systems used in clinical research  
▪ Understanding of clinical trials |

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<thead>
<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
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|                          | ▪ Proven track record of implementing IT systems/enhancements to improve business efficiency.  
▪ Prior experience in setting up and maintaining multi user web based systems for data capture with a database backend  
▪ Windows Server administration duties, or other platforms.  
▪ Experience of managing the full project life cycle of system/software development  
▪ Experience of developing web sites. | ▪ Exposure to IT systems used to collect data in clinical research (e.g. data collection systems, randomisation systems and/or medication supply /stock control systems)  
▪ Exposure to clinical research data management systems such as; MACRO, RedCap, OpenClinica, Medinet Rave, Oracle Clinical etc.  
▪ Experience of implementing and maintaining project management systems  
▪ Significant relevant work experience in clinical trials  
▪ Previous use of Content Management Systems.  
▪ Experience with a variety of multimedia systems (e.g. video editing)  
▪ Experience of working in a multidisciplinary team, ideally within healthcare |

<table>
<thead>
<tr>
<th>Qualifications, certification and</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td></td>
<td>▪ Degree or higher education qualification in computer sciences or an equivalent subject allied to</td>
<td>▪ Degree or postgraduate qualification (or equivalent) in</td>
</tr>
<tr>
<td>training (relevant to role)</td>
<td>scientific, information technology, mathematics, data science disciplines. OR ▪ Proven track record with extensive work experience in a similar role.</td>
<td>IT/Computer Science or a related field</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>----------------------------------</td>
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<tr>
<td>Statutory/legal</td>
<td>▪ Awareness of university procedures and relevant legislation</td>
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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.

The School of Medicine holds a Silver Athena SWAN award in recognition of our achievements in promoting and advancing these principles. Please see [http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx](http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx)
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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership  Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking  Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride  Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive  Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others