**Role profile**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Medical Statistician</th>
<th>Job family and level</th>
<th>Research &amp; Teaching, Level 4a/4 depending on skills and experience</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>School of Medicine, Nottingham Clinical Trials Unit (NCTU)</td>
<td>Location</td>
<td>Nottingham Clinical Trials Unit, University Park</td>
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**Purpose of role**

To provide statistical input into NCTU's portfolio of high quality clinical trials of national and international importance. You will contribute to the design, on-going monitoring and conduct, analysis and dissemination of clinical trials according to regulatory guidelines and NCTU/sponsor Standard Operating Procedures. You may also enjoy the opportunity to develop research interests within NCTU’s programme of trials methodology research, and may contribute to delivery of research methods training courses offered by the unit.

The NCTU is a UK Clinical Research Collaboration registered Clinical Trials Unit ([https://www.ukcrc-ctu.org.uk/](https://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 the nation’s health and well-being.

NCTU has a broad portfolio of trials including studies evaluating medical devices, investigational medicinal products and complex interventions. The unit currently has around 70 staff, and with the investment of strategic development funding from the University, this is anticipated to expand to 100 staff over the next 3 to 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>70%</td>
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To provide statistical input to a range of clinical trials, such as:

- Statistical contributions to trial protocols
- Development of statistical analysis plans (SAPs)
- Development of corresponding ‘dummy’ tables
- Development of statistical programs to create analysis datasets, and produce tables, figures and listings
- Independent validation of primary and key secondary &/or complex outcomes and statistical analyses
- Input to and review of data management documents
- Production of programs to facilitate central statistical monitoring
- Preparation of reports for independent oversight committees e.g., Trial Steering Committees (TSCs) and Data Monitoring Committees (DMCs)
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| ▪ Membership of individual trial management groups  
▪ Interim and final statistical analysis of clinical trial data  
▪ Drafting the statistical components of trial reports  
▪ Contributing to scientific publications including protocols, SAPs, main clinical and subsidiary papers  
▪ Contributing to responses to journals on statistical issues raised  
▪ Contributing to the supportive environment of the NCTU statistical team such as participating in monthly team meetings. | To contribute to study design and set-up by:  
▪ Statistical and broader (when applicable) contributions to grant applications  
▪ Identifying and implementing appropriate statistical methodology  
▪ Performing/validation sample size calculations  
▪ Reviewing methods for data collection (e.g., electronic data collection forms, database specifications, validation checks)  
▪ Reviewing protocols and associated trial documentation  
▪ Responding to statistical issues raised | 20% |
| To contribute to the conduct and dissemination of methodological research and training by:  
▪ Contributing to the development and conduct of methodological Studies Within A Trial (SWATs)  
▪ Contributing to training and educational events organised by the NCTU  
▪ Contributing (and leading where appropriate) the production of conference abstracts and presentations  
▪ Developing research interests and contributing to trials methodology research within the NCTU | 5% |
| To identify and undertake activities to ensure your continuous professional development:  
▪ We recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development through various formats, including face-to-face and on-line scientific meeting/conference attendance.  
▪ To perform other duties appropriate to the grade/level of role and/or consistent with your skills set or beneficial to your continuous professional development. | 5% |
# Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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| **Level 4a** | - Familiarity with statistical analysis software such as Stata or SAS  
- Excellent MS office software skills  
- Excellent oral/written communication skills  
- Excellent organisational skills  
- Ability to work both independently and as part of a multidisciplinary team | - Familiar with other statistical analysis packages and sample size software |
| **Level 4** | - Excellent programming skills in statistical analysis software such as Stata or SAS  
- Excellent MS office software skills  
- Excellent oral/written communication skills  
- Excellent organisational skills  
- Ability to work both independently and as part of a multidisciplinary team  
- Ability to work with minimal supervision where appropriate | |
| Knowledge and experience | **Level 4a** | **Level 4a** |
| - Familiarity with the principles of randomised trials and methods of analyses.  
- Knowledge of the application of medical statistics to clinical trials | - Knowledge of practical involvement in statistical aspects of design, conduct, monitoring, analysis and reporting of randomised trials using quality assured management systems |
| **Level 4** | - Good knowledge of the principles of randomised trials and methods of analyses.  
- Evidence of practical involvement in statistical aspects of design, conduct, monitoring, analysis and reporting of randomised trials using quality assured management systems  
- Experience of the application of medical statistics to clinical trials  
- Understanding of ethical issues in clinical research | - Previous experience of working to standards that meet MHRA Good Clinical Practice Guidelines  
- Evidence of collaborative working in the field of medical statistics and clinical trials including an appropriate track record of peer reviewed publications  
- Experience of working with trial oversight committees (DMCs and TSCs)  
- Experience of mentoring statisticians |
| Qualifications, certification and training (relevant to role) | **Level 4a** | |
| - Postgraduate qualification in medical statistics or closely related | |
**Level 4**

- Postgraduate qualification in medical statistics or closely related subject with a substantial medical statistics content AND, research experience in a clinical trials environment*

*Consideration will be given to applicants who do not have a formal post graduate qualification but who can demonstrate that their experience working in a clinical trials environment is equivalent to that of the formal qualification.

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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

Forward thinking
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

Professional pride
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

[Diagram showing relationships between line manager, role holder, medical statistician, peers, external/internal researchers]