University of Nottingham
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Role profile

Job title	Trial Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	School of Medicine, Nottingham, 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 administrative support. 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 80 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

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Administrative Support –** to provide administrative support to the trial team, primarily, to help ensure the smooth running of the trials, as well as support for the Unit Administrators**:** ▪ 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	80 %

	▪ Keep finance spreadsheets up to date and check income and outgoings against the University finance system ▪ Undertake training to ensure familiarity with Clinical Trial Regulations ▪ Undertake training to ensure familiarity with University systems.	
2	**Telephoning participants / sites:** ▪ 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.	10 %
3	**Data entry:** ▪ Entering participant data from the case report forms (CRF) 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.	10 %
4	**Any other duties:** ▪ Appropriate to the role and level. ▪ We recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year	

Person specification

	Essential	Desirable
Skills	▪ 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 individually ▪ Must have a good telephone manner ▪ Adaptable and flexible attitude.	▪ Initiative.
Knowledge and experience	▪ Previous experience working in a busy environment.	▪ Clinical trial administration experience ▪ 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 ▪ Understanding of research approvals (ethics and Trust approval).
Qualifications, certification and training (relevant to role)	▪ Minimum of GCSE or equivalent in English and Maths (Grade A-C).	
Other	▪ Adopting and delivering to the School of Medicine's Professional Services Service Excellence Standards	

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