



Job title	Research Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	School of Medicine, Mental Health and Clinical Neuroscience	Location	Queen's Medical Centre

Purpose of role

The purpose of the role is to provide administrative support for a number of national and international trials. You will support the Stroke Trials team in general administration and setting up running stroke clinical trials. This support will include general administration within the team, e.g. ordering, purchasing, as well as setting up Trial Master Files, Investigator Site Files, processing trial payments, checking site documentation and maintaining trial information in the databases for each of the studies. The post also entails arranging face to face meetings, Teams and teleconference investigator meetings. You will also arrange conference attendance, stand booking and arrange travel/accommodation for members of the stroke team. You will also arrange trial management meeting, arrange refreshments and take minutes at the meetings.

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit and purpose of the post may be requested. The role holder will be expected to work flexibly to support the Professional Services across the School.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1.	Trial Management Meetings <ul style="list-style-type: none"> ▪ Liaise with Chief Investigator (CI) and Chairs of TMG, TSC and DMC to arrange dates for Trial Management Group (TMG), TSC and DMC meetings. ▪ Agree agenda with CI and distribute appropriately. ▪ Arrange room bookings, travel/accommodation and refreshments for all trial management meetings and arrange for payment of any expenses. ▪ Take minutes at trial management meetings and produce typed minutes. Distribute minutes to relevant staff and follow up any actions. 	25%
2.	Trial set-up <ul style="list-style-type: none"> ▪ Assist the trial coordinator to arrange site initiation visits ▪ Set up trial master files (TMF) and investigator site files (ISF) ▪ Support trial manager to ensure TMF and ISF's are kept up to date 	20%

	<ul style="list-style-type: none"> ▪ Liaise with the sponsors team and members of the Trial Steering Committee and Data Monitoring Committee to set up TSC and DMC charters 	
3.	<p>Payments</p> <ul style="list-style-type: none"> ▪ Work with trial coordinator to ensure sites are paid for recruitment in a timely manner ▪ Pay site and trial invoices ▪ Liaise with trial coordinator to ensure documentation is collected before payments are made 	20%
4.	<p>Conference Attendance</p> <ul style="list-style-type: none"> ▪ Book team members to attend national and international stroke conferences ▪ Book stand, furniture and electrics for conferences ▪ Book travel and accommodation for team members who are attending ▪ Arrange poster printing with statistician, research fellow, CI as required 	15%
5.	<p>Investigator meetings</p> <ul style="list-style-type: none"> ▪ Arrange dates of meetings with Chief Investigators (CI) ▪ Arrange room hire as appropriate ▪ Arrange teleconference/Zoom/Team's meetings as required ▪ Take minutes and distribute appropriately 	10%
6.	<p>General</p> <ul style="list-style-type: none"> ▪ General administration, ordering, purchasing, emails ▪ Provide support to coordinators, checking CV/GCP and participant consent forms ▪ Work collaboratively with all members of the trials team and clinical research team, centre investigators and other members of the multi-disciplinary team ▪ Provide cross team cover to support other administrators 	10%
7	<p>Other:</p> <ul style="list-style-type: none"> ▪ Any duties as required in accordance with the nature and grade of the post. ▪ 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	<ul style="list-style-type: none"> ▪ Extensive IT knowledge and application of Microsoft Word, Outlook and Office 365 ▪ Excellent oral and written communication skills ▪ Ability to build working relationships within the department/school, University and external contacts ▪ Experience of planning own work activities in response to differing needs of the department and deadlines ▪ Excellent organisation and planning skills. ▪ Accuracy, reliability and willing and adaptable to learn new skills and procedures as required ▪ Ability to work independently to resolve complex internal and external queries 	<ul style="list-style-type: none"> ▪ Proficient in the use of Macs ▪ Experience of using Agresso
Knowledge and experience	<ul style="list-style-type: none"> ▪ Broad administrative or secretarial experience ▪ Organising meetings, taking minutes, ▪ Organising travel ▪ Experience of handling confidential and sensitive information 	<ul style="list-style-type: none"> ▪ Previous experience of supporting research/clinical trials in a University or NHS environment ▪ Knowledge of Good Clinical Practice ▪ Knowledge of stroke ▪ Financial, purchasing and ordering experience ▪ Experience with conference administration
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Five GCSE's or equivalent, including Maths and English OR ▪ Vocational qualification (NVQ2 Administration with Secretarial Skills) or equivalent OR ▪ Considerable work experience in a relevant role ▪ Experience of working in an office/administrative environment 	<ul style="list-style-type: none"> ▪ Experience of working in a similar role ▪ Advanced typing/secretarial skills – audio/shorthand
Statutory, legal or special requirements		<ul style="list-style-type: none"> ▪ Awareness of University procedures and relevant legislation



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>

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:

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| 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

