University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job title	Research Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	School of Medicine, Lifespan and Population Health	Location	University Park Campus

Purpose of role

You will provide essential administrative support to the Smoking in Pregnancy Research Group. We are currently conducting major NIHR funded studies, including two randomised controlled trials, which are recruiting participants from sites across the UK. You will be based in the Applied Health Research Building and will work closely with the Trial Managers, Trial Co-ordinators, and our other Research Administrators. A key part of your work will be the delivery of a trial being run with Nottingham Clinical Trials Unit (NCTU); hence you will gain first-class experience of trial implementation.

For further information see: https://www.nottingham.ac.uk/research/groups/tobaccoandalcohol/smoking-in-pregnancy/index.aspx

The School of Medicine 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.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Administrative Support:** You will provide administrative support to the trial team to help ensure the smooth running of trials by: ▪ Printing and sending out materials to study sites ▪ 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 ▪ Helping with the production of publicity including newsletters, and updating the Smoking in Pregnancy research group webpages and Facebook page to ensure that all relevant people with an interest in the various studies are kept up to date ▪ Assisting with collation and organisation of study outputs from the research team (for example abstracts, papers, presentations and posters), for submission to the relevant funder in accordance with the relevant guidelines, and to ensure they comply with Open Access requirements ▪ Assisting with preparation of reports and forms for Ethics Committees and Research & Development departments and with any preparation	55%

	required for MHRA (Medicines and Healthcare products Regulatory Authority) inspection ▪ 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	
2	**Telephoning participants / sites:** ▪ Communicate/discuss information about the study with potential participants ▪ Making regular telephone calls to participants in the study and to recruiting sites ▪ Interpreting information given by participants and entering data to the database as appropriate ▪ Referring any issues arising from the telephone calls to the clinicians or the trial manager as appropriate	25%
3	**Data entry:** ▪ 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	10%
4	**General administrative duties:** ▪ Carry out general secretarial and office duties to ensure smooth day-to-day running of the research studies, e.g. stationery ordering, dealing with post, word processing, photocopying and filing. ▪ Monitor and maintain supplies for the office. ▪ Ensure expenses claims, payments and invoices are dealt with promptly and as required.	10%
5	**Any other duties:** ▪ Appropriate to the role and level	

Person specification

	Essential	Desirable
Skills	▪ Computer literacy is required, particularly in using Microsoft applications (e.g. Word, Excel and PowerPoint, Outlook, Teams) plus internet skills ▪ 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 ▪ Excellent verbal and written communication skills	▪ Initiative ▪ Understanding of research approvals (ethics and NHS approval) ▪ Knowledge of and/or training in mandatory standards required for the conduct of clinical trials (e.g. ICH-GCP and EU Directive) ▪ Knowledge of publishing software e.g. Microsoft Publisher or similar
Knowledge and experience	▪ Previous experience working in a busy environment ▪ Experience of working within a secretarial or administrative role ▪ Clinical trial administration experience **OR** ▪ Experience of working in a healthcare/research environment	▪ Experience of working as part of a team across multiple projects ▪ Experience contacting participants and clinicians ▪ 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) **OR** ▪ Relevant vocational qualification (e.g. NVQ2 Administration with Secretarial Skills) **OR** ▪ Considerable equivalent experience of an office/administrative environment	▪ Secretarial or administrative qualifications ▪ A Level, NVQ 3 or equivalent qualifications
Other	▪ Adaptable and flexible attitude ▪ Positive attitude ▪ Willingness to train in new systems as required ▪ Willingness to adopt the vision and values of the School of Medicine	▪ Interest in health issues, particularly smoking cessation

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