



Job title	Head of Clinical Trials Unit Operations	Job family and level	Administrative, Professional and Managerial Level 6
School/ Department	School of Medicine / Nottingham Clinical Trials Unit	Location	East Midlands Campuses of University of Nottingham

### Purpose of role

This strategically important new role will lead the operational planning and oversight of the expanding research portfolio of multicentre clinical trials of Nottingham Clinical Trials Unit (NCTU).

You will lead the NCTU's Operations Group, comprising the leaders of NCTU's multidisciplinary teams, to review, improve and introduce trial processes and Unit practices to maximise efficiency.

You will have oversight of all the Unit's research activities, enabling you to coordinate resources across teams to ensure projects are delivered on time and within budget.

You will identify and implement strategies and funding, where applicable, that improve operational efficiency and processes to enable NCTU to sustainably and strategically increase its capacity and capability to deliver high impact studies.

NCTU's mission is to conduct high quality, high impact multicentre trials to improve health and well-being. NCTU is based in the School of Medicine at the University of Nottingham and has close links with local NHS Trusts, the Nottingham-NIHR Biomedical Research Centre, the Institute of Mental Health, and the School of Health Sciences. NCTU is a UK Clinical Research Collaboration registered Clinical Trials Unit ([www.ukcrc-ctu.org.uk](http://www.ukcrc-ctu.org.uk)).

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.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	<b>Main responsibilities</b> (PPrimary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Strategic Planning and Research Development:</b></p> <ul style="list-style-type: none"> <li>▪ Provide strong operational and strategic leadership within the NCTU, including planning and oversight of NCTU's expanding research portfolio.</li> <li>▪ Develop action plans with key milestones to deliver improvements in operational efficiency and consistency.</li> <li>▪ Ensure effective high-quality operational delivery, by coordinating resources and timelines across NCTU trial teams, and monitoring study progress, including identifying and managing any interdependencies.</li> <li>▪ Determine where current NCTU processes and practices can be improved, and/or streamlined and new processes implemented to ensure the efficient and consistent delivery of studies on time and to budget, and to lead delivery on these improvements.</li> <li>▪ Facilitate implementation of initiatives designed to improve the methodology, efficiency and integrity of clinical trials and apply to research and operations, where appropriate, to streamline processes and improve trial delivery efficiency.</li> <li>▪ Take a leading role as part of multidisciplinary, collaborative research teams, contributing to the generation of new research grant applications, across a range of clinical areas.</li> <li>▪ Maintain an excellent working knowledge of current issues in clinical trial design and conduct.</li> <li>▪ Identify and lead, where appropriate, funding bids for research initiatives, partnerships and infrastructure that will increase opportunity, capacity, and capability to generate research income.</li> <li>▪ Lead innovation in specific areas of expertise (e.g. clinical trial regulations and legislation, GDPR, data management and information systems).</li> <li>▪ With the NCTU Director, Deputy Director and Senior Unit Manager, prepare and submit internal and external reports relating to NCTU research activity, metrics, and milestones (e.g. preparation for REF submissions, UKCRC-CTU registration, NIHR Research Support Service etc).</li> <li>▪ Foster a culture of continuous improvement, leading initiatives to streamline systems and practices across NCTU, working closely with the NCTU Executive Committee and sub-committees (Research and Knowledge Exchange; Education; Equality Diversity and Inclusion).</li> </ul>	55%
2	<p><b>Engagement and Communication:</b></p> <ul style="list-style-type: none"> <li>▪ Lead, manage and develop internal and external relationships to foster future collaboration.</li> <li>▪ Work closely with Training Leads to ensure staff are appropriately trained and supported.</li> <li>▪ Foster and maintain excellent working relationships with local and external research sponsors.</li> <li>▪ Engage with the Nottingham hub of the NIHR Research Support Service to coordinate NCTU's role in the partnership.</li> </ul>	25%

	<ul style="list-style-type: none"> <li>▪ Engage with UKCRC to promote collaboration and cooperation between NCTU and other registered UK CTUs.</li> <li>▪ Contribute to the development of research and operational strategies in the School of Medicine/Faculty of Medicine and Health Sciences.</li> </ul>	
3	<p><b>Leadership and Management:</b></p> <ul style="list-style-type: none"> <li>▪ Play a leading role in the strategic leadership of NCTU as an active member of the NCTU Executive Committee. Provide regular high-level updates to the NCTU Executive Committee, appraising study progress, alerting to identified risks/areas of concern and putting mitigating plans in place.</li> <li>▪ Chair regular NCTU Operations Committee meetings, providing timely two-way communication between the multidisciplinary teams and NCTU Executive Committee.</li> <li>▪ Direct line management of team leaders, providing expert advice and supporting them with their own line management responsibilities.</li> <li>▪ Ensure the NCTU clinical trial portfolio is delivered to the required quality standards and there is equitable access to resources and facilities.</li> <li>▪ Represent the NCTU at senior levels within the University and the wider community to promote the work activities of the Unit and keep up to date with the requirements of the higher education sector in general.</li> </ul>	20%
4	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>▪ Any other duties as appropriate to the grade and level of the post.</li> </ul>	n/a

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Proven ability to provide effective leadership and management of groups and operational research activities.</li> <li>▪ Proven ability with providing effective leadership, planning, and building, resourcing a team and delivering results.</li> <li>▪ Successful consultancy activities and/or delivery of specialist services to external customers/collaborators.</li> <li>▪ Track record of managing transformation and change with an organisation.</li> <li>▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media.</li> <li>▪ High analytical ability to facilitate conceptual thinking, innovation and creativity.</li> <li>▪ High degree of initiative, responsibility and self-motivation and a professional and proactive approach to problem-solving.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of substantial track record of published research.</li> <li>▪ Demonstrable success in obtaining funding / business case.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Extensive research experience in the design and conduct of clinical trials.</li> <li>▪ Knowledge and understanding of the regulatory requirements for clinical trials, including information governance.</li> <li>▪ Experience in managing, leading, and motivating staff.</li> <li>▪ Relevant managerial experience with a proven track record of relevant management of projects, people and resources.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of non-commercial trials delivered in an academic setting.</li> <li>▪ Experience of commercial trials delivered in an industry setting.</li> <li>▪ Experience of trial delivery outside of the UK.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Degree and/or substantive evidence of equivalent level experience clinical trials research.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Management qualification or equivalent.</li> <li>▪ PhD or equivalent and/or Degree in health-related sciences.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Willingness to adopt the <a href="#">vision and values</a> of the School of Medicine.</li> </ul>	



## 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

Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

### Taking ownership

Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

### Forward thinking

Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition

### Professional pride

Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

### Always inclusive

Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

Line manager

Deputy Director

Role holder

Head of Clinical Trials Unit Operations

Key stakeholder relationships

Team Leaders

Internal and external colleagues

