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Role profile

Job title	Research Coordinator	Job family and level	Administrative, Professional and Managerial Level 3
School	School of Medicine, Mental Health and Clinical Neuroscience	Location	Queen's Medical Centre, University of Nottingham

Purpose of role

The purpose of the role is to co-ordinate administrative support for international clinical trials within the Stroke Trials Unit. You will support the stroke trials team to set up and lead on the administration support for the trial. This support will include 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.

You will be working on international clinical trials and will therefore require you to take responsibility of the liaison and coordination with the international trial coordinating centres, supporting the Senior Trial Manager and Trial Manager with the complex international legal administrative processes and procedures to ensure compliance with the EU and wider international regulations and organising relevant translations.

You will arrange face to face meetings, Teams meetings, and teleconference investigator meetings. You will coordinate the arrangements for conference attendance, stand booking and travel/accommodation for members of the stroke team. You will also arrange trial management meetings, arrange refreshments and take minutes at the meetings. You will also oversee the work of the trial administrators, monitoring workloads and ensuring trial administrative cover is in place.

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	**Trial management meetings** ▪ Liaise with the Chief Investigator and chairs of TMC (Trial Management Committee), TSC and DMC to arrange dates for TMC, TSC and DMC meetings ▪ Agree agenda with Chief Investigator and distribute appropriately ▪ Responsible for arranging room bookings, travel/accommodation/refreshments for all trial management meetings and arrange payment of any expenses ▪ Ensure that minutes are taken at trial management meetings and produce typed minutes. Distribute minutes to relevant staff	25%

2	**Finance** ▪ Provide Agresso/procurement training and support for research administrator team ▪ Work with trial manager/coordinator to request invoices and ensure sites are paid for recruitment in a timely manner ▪ Ensure the accurate payment of site and trial invoices following receipt of trial documentation ▪ Responsible for running regular trial finance reports for the Senior Trial Manager and team ▪ Coordinating the international payments, ensuring the correct exchange rates are used in the different countries relevant to the trial ▪ Coordinating the international invoices and purchase requests, ensuring they're correct for relevant country and recording the spend against budget for the international sites to update the Senior Trial Managers	25%
3	**International and UK Trial set up and maintenance** Management of a robust filing system, in line with clinical trials regulations, ensuring all paperwork is filed appropriately according to the framework. ▪ Work with the trial coordinator/manager to arrange site initiation training dates ▪ Set up trial master files (TMF) and investigator sites files (ISF) following sponsor guidelines ▪ Liaise with the sponsors team and members of the Trial Steering Committee and Data Monitoring Committee to set up TSC and DMC charters ▪ Support the Senior Trial Manager and Trial Manager in the maintenance of the international site coordination and ongoing compliance/regulation issues or amendments. ▪ Organising the translation of the trial materials into relevant languages	20%
4	**Conferences** ▪ Coordinate the booking of team members to attend national and international meetings ▪ Book stand, electrics and furniture for the stand ▪ Coordinate and book all travel and accommodation for team members who are attending ▪ Arrange poster printing with statistician, research fellow and CI as required **Investigator meetings** ▪ Arrange dates of meetings with CI ▪ Arrange room hire as required ▪ Arrange teleconference/zoom/Team's meeting as required ▪ Ensure minutes are taken, typed and distributed accordingly	15%
5	**General** ▪ Co-management of the administration team weekly meetings ▪ Co-management of cross trial administration or issues relating to multiple trials ▪ Review of administration processes, making changes as necessary	15%

	▪ Liaison with the wider School/Faculty/University in relation to administration matters affecting the Stroke Trials Unit ▪ Work collaboratively with all members of the trial teams and clinical research team, site investigators and other members of the multi-disciplinary team ▪ Support the effective building of positive relationships internally and externally ▪ Provide cross team cover to support other administrative staff ▪ Provide support the training of new administration staff when appointed	

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UK | CHINA | MALAYSIA

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Person specification

	Essential	Desirable
Skills	▪ Evidence of a high degree of personal initiative, responsibility and self-motivation, with a proactive approach to problem solving ▪ Excellent oral and written communication skills ▪ Excellent interpersonal and organisational skills ▪ Evidence of excellent planning and time management, including proven ability to manage a demanding workload involving multiple projects with accuracy and a high attention to detail despite competing priorities and challenging deadlines ▪ Ability to build relationships with individuals and representatives of external organisations ▪ Ability to work with minimal supervision ▪ Proven ability to work in a team environment, supporting colleagues and sharing expertise ▪ Ability and willing to learn new skills and procedures ▪ High levels of resilience ▪ Ability to deal with change ▪ Flexible team player, adaptable and enjoys a challenge ▪ Proven ability to manage a demanding workload involving multiple projects with accuracy and a high attention to detail despite competing priorities and challenging deadlines	
Knowledge and experience	▪ Administrative experience ▪ Significant experience of working accurately with finance or numerical data ▪ Knowledge and awareness of the research life cycle ▪ Excellent knowledge of MS Office 365 suite (Teams, Outlook, Word and Excel) ▪ Significant relevant office experience ▪ Experience of planning and prioritising own workload in	▪ Experience working in a clinical trials environment ▪ Significant office experience within Higher Education or other education environment ▪ Experience of Higher Education research project budgets and finances ▪ Experience of working with Higher Education research systems such as Agresso, Worktribe Research Information System (RIS), JeS

	response to differing needed and delivering to tight deadlines ▪ Knowledge of financial procedures relating to research grants	
Qualifications, certification and training (relevant to role)	▪ HNC/HND, or equivalent plus English and Math's at GCSE or equivalent OR ▪ Equivalent qualifications/certification and/or considerable experience in a relevant role(s) demonstrating general knowledge of a technical, financial, or professional practice. ▪ Advanced typing/secretarial skills – audio and shorthand	▪ Educated to degree level, or equivalent ▪ Lean Six Sigma
Statutory, legal or special requirements	▪ Awareness of University, funding bodies/partners procedures, policies, regulations and relevant legislation application to the research life cycle	▪ Understanding, interpretation and application of University, funding bodies/partners procedures, policies, regulations and relevant legislation application to the research life cycle
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.

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UK | CHINA | MALAYSIA

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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