Centre for Tropical Medicine and Global Health

<table>
<thead>
<tr>
<th>Job title</th>
<th>Clinical Research Specialist</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Centre for Tropical Medicine and Global Health</td>
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<tr>
<td>Location</td>
<td>Centre for Tropical Medicine and Global Health, Nuffield Department of Clinical Medicine (NDM)</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 7: £32,236 - £39,609 per annum</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term for two years in the first instance</td>
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<td>Reporting to</td>
<td>Research Capacity Development Manager</td>
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<td>Vacancy reference</td>
<td>137625</td>
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The role

The Global Health Network’s overarching objective is to enable generating research evidence by healthcare workers and researchers in developing countries and during disease outbreaks where evidence is needed but missing. To achieve this goal, The Global Health Network built an innovative digital platform that supports knowledge sharing through communities of practice and through the effective research capacity building. We also work in the regions, with research teams and front line healthcare workers to increase research capacity and evidence generation. Developing and delivering research skills training, resources and support to frontline healthcare workers that enable their research career development is one of the Network’s fundamental activities.

This role requires an experienced clinical research coordinator, nurse or manager who has experience, or a strong interest, in research skills training and developing clinical research related materials and resources and support career development for research staff in low-income settings. You will be working closely with the Research Capacity Development Manager, Training Manager, IT Co-ordinator and our partners in the regions to advance research capacity building activities. You role will be to work with them to determine knowledge gaps, develop training plans, tools, resources, templates and other materials related to clinical research, plan and deliver workshops and career development events. This role might involve travelling to our target regions and working with our local partners to deliver these workshops and other activities. Mostly the
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role will be in Oxford where you will work with our operational team to implement the teaching and training resources that are provided through the Global Health Network.

We are working with organisations such as the WHO, the Gates Foundation and the European Commission to deliver career development and support programmes for clinical research staff in low-income settings. Some of our current capacity development programmes include The Research Capacity Network (REDe) focusing on Latin America and The African coaLition for Epidemic Research, Response and Training (ALERRT).

You will also need to undertake any reasonable duties appropriate to the role and grade that may be assigned by the Director of the Network in order to support the ongoing functioning of The Global Health Network. Initially this would include providing support to the Global Health Trials community area, updating and maintaining the clinical research Process Map, assisting in advancing our Professional Development Scheme based on a competency framework for clinical researchers, and assisting with eLearning development and maintenance.

This is an exciting new role that offers a strong opportunity for a very rewarding career in a growing group. This role would be ideal for someone who is motivated by the idea of training nurses, doctors, midwives, lab staff and pharmacists in developing countries to take part in clinical trials and observational studies. This person needs to be enthusiastic with lots of energy and drive. Above all the post will be making a direct impact to these health workers and to the communities in which they work.

Responsibilities

Take responsibility for advancing the clinical research capacity development activities including:

- Under the leadership of the Regional Capacity Development Manager advance the implementation of training and capacity development plans within our partner projects and with our regional facilities via the online platform, and within the regions.
- Develop and manage content for our capacity development online platforms including clinical research tools, templates, resources, tools and content of the e-learning courses
- Work with the Training Manager and wider team to further develop, evaluate and implement the Professional Development Scheme based on a core competency framework for clinical researchers
- Review, update and develop study tools to support protocol development and compliance data quality, and efficiency in clinical trial procedures, including (but not limited to) standard operating procedures, data management and data sharing plans, monitoring plan, laboratory manual, logistics plan, tracking forms and schedules
- Provide training material and resources for varied topics such as in GCP, ethics and research governance to study staff and investigators in protocol relevant procedures including those for laboratory samples, data collection and recording, medication and research related patient procedures
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- Organise and promote educational webinars
- Contribute content to the regular newsletters, relevant online communities of practice, social media and other dissemination outlets
- Encourage wider user engagement through online discussions and promotions of new materials through social media, blogs, vlogs and digital platforms
- To run workshops and other local activities to promote capacity development, career development and enhance research capacity for clinical research

Assist in the development of training programmes:

- Develop training content and other resource materials relevant to conducting clinical research in conjunction with the existing training provided by The Global Health Network (both online and some face to face interactions) for researchers based in low and middle income countries this will be adaptable and vary according to the focus (such as disease outbreaks or neglected diseases)
- Be willing to travel to research sites and meetings to provide on-site training and perform site visits

Other Tasks:

- Facilitate the ongoing maintenance and development of relevant online sites on The Global Health Network platforms
- Provide support to the Global Health Trials community area by signposting resources, participating in ongoing community discussions and assisting with user queries.
- Represent The Global Health Network at national and international meetings and conferences
- Undertake any other reasonable duties appropriate to the role and grade that may be assigned by the Director and the line manager in order to support the functioning of The Global Health Network as required as a key member of the operational team

Essential selection criteria

- A scientific, nursing or similar qualification or a degree in health related sciences
- In-depth understanding of clinical research methods, processes and governance including ICH-GCP
- Significant experience of working in clinical research as a study coordinator, manager, research nurse, sponsor or similar
- Experience of co-ordinating all stages of clinical study delivery from protocol development to final analysis with extensive working knowledge of regulatory and governance requirements for clinical trials
- Comfortable delivering presentations to varied audiences with proven experience of delivering training, ideally online and face to face
- Excellent range of IT skills (including MS Word, Excel, PowerPoint, and experience with website content management systems)
- Ability to prioritise and manage own workloads
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- Excellent problem solving skills
- Exceptional communication skills, both written and verbal
- Proven ability in scientific writing
- Willingness to travel

Desirable selection criteria

- Experience of medical research in developing countries
- Experience of developing a training programme or teaching experience
- Formal project management qualification or training

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford
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World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

**Nuffield Department of Clinical Medicine (NDM)**

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

For more information please visit: [http://www.ndm.ox.ac.uk/home](http://www.ndm.ox.ac.uk/home)

………fostering your career in science.

The University of Oxford is a member of the [Athena SWAN Charter](http://www.athenaswan.ac.uk) and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: [www.ndm.ox.ac.uk/athena-swan](http://www.ndm.ox.ac.uk/athena-swan)

**Tropical Medicine and Global Health**

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford. Our research ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.
Centre for Tropical Medicine and Global Health

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

For more information please visit:  http://www.tropicalmedicine.ox.ac.uk/home

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). If you are using the application form with inbuilt supporting statement there is no facility for applicants to attach documents so this paragraph should be removed.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename. (Customise this statement to confirm the document(s) you would like the applicant to attach, but make sure that you keep the reference to PDF. See section 1.4 of QRG REC01 Creating a Vacancy (Recruitment and Personnel) for guidance on selecting the appropriate application form).

All applications must be received by midday on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).
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Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University’s policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For existing employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which support staff in posts at grades 1–5 have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
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**Benefits of working at the University**

**Training and Development**
A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working_at_oxford/training_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

**For research staff only: Support for Research Staff**
There is a particularly wide range of support for career development for research staff. Please visit [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

**Pensions**
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

**Information for international staff (or those relocating from another part of the UK)**
A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

**The University of Oxford Newcomers' Club**
The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

**Transport schemes**
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

**University Club and University Sports Facilities**
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Childcare and Childcare Vouchers**
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University’s nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

**Disabled staff**
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/].

All other benefits
For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/].