Old Road Campus research Building Jenner

Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Clinical Trials Assistant</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM)</td>
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<tr>
<td>Location</td>
<td>Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, Headington, Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5: £25,482 - £33,199 per annum</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term for 2 years</td>
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<tr>
<td>Reporting to</td>
<td>Head of Regulatory Affairs</td>
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<td>Vacancy reference</td>
<td>139158</td>
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The role

We require a Clinical Trials Assistant to provide support in all aspects of trial management within the themes of emerging pathogens and influenza. Although the main area of work will be on these themes, the appointed person will also be required to support other trials as necessary. The post is funded by the Coalition for Epidemic Preparedness Innovation (CEPI, cepi.net) a new organisation created to finance and coordinate the development of new vaccines to prevent and contain infectious disease epidemics.

This post is based at the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), which is part of the University of Oxford. The emerging pathogens and influenza vaccine groups are within the Jenner Institute (http://www.jenner.ac.uk) and work very closely with groups undertaking clinical trials of new vaccines against malaria, TB, cancer, HIV and hepatitis C. The emerging pathogens trials include Ebola, MERS, Chikungunya, Rift Valley Fever (RVF) and Zika. There are strong links with other research centres in the University division of medical sciences and with overseas field sites.

The Clinical Trials Assistant will have a role in the development, co-ordination and completion of clinical trials conducted by the emerging pathogens and influenza teams. This is a key role within the Clinical Trials Research Team ensuring smooth and effective running of operations, and providing day-to-day professional support for the unit and its collaborators.
Responsibilities

General responsibilities include the following:

- Work on clinical trial applications and amendments for various bodies and partners including the MHRA and ethics committees. Ensure that full approvals are in place for all trials and sites, and that deadlines are met.
- Create and improve key trial documents, ensuring their accuracy and clarity.
- Communicate with a wide range of internal and external partners, including: clinical trial physicians, clinical research co-ordinators, laboratory staff, NDM HR and Finance, and external collaborators.
- Correspond with study volunteers in a clear and professional manner, coordinating visits and dealing with trial related queries.
- Schedule, prepare information for, and actively contribute to regular operational meetings and teleconferences. Record accurate minutes and distribute documents in a timely manner.
- Create and manage trial master files and other trial related filing systems, some of which are complex in nature (for example core files, SAE tracking, trial payments). Ensure their accuracy prior to trial monitoring and archiving.
- Liaise regularly with other UK and international trial sites to ensure they are set up correctly, their Investigator Site Files are maintained, and training needs are addressed.
- Use databases to enter and collate trial data for formal trial reports, and assist in database validation.
- Provide financial administration support (processing invoices, raising purchase orders and payment request forms), liaising closely with the finance team.
- Undertake general office duties including: stationery orders, mailing, copying, and document management.
- Assist in all aspects of the team’s activities as appropriate, according to the principles of Good Clinical Practice (GCP) and the Jenner Group Standard Operating Procedures (SOPs).
- To participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.

Selection criteria

Essential selection criteria

- Good level of education and numerical skills: minimum A level standard (or equivalent).
- Excellent communication and interpersonal skills, with the ability to communicate confidently and effectively with people at all levels both in writing and verbally.
- Commitment to working as part of a team and the ability to work independently, using initiative to solve problems and make decisions.
- Proven administrative experience, with excellent attention to detail, accuracy, and good numerical skills.
- Excellent organisational skills. Previous experience of working effectively under pressure, with a demonstrable ability to prioritise and organise own diverse workload to meet competing deadlines.
- Comprehensive working knowledge of computer software packages such as Microsoft Office and willingness to learn new skills and explore new technologies.
- A responsible nature with a professional approach to work.

**Desirable selection criteria**

- Previous experience working in a similar clinical/academic environment (training will be provided).
- Understanding and previous experience of Good Clinical Practice and the regulations and guidelines applicable to clinical trials in the UK.
- Further education qualification in a scientific field (ideally a biological science) or equivalent knowledge/experience.
- Previous experience and knowledge of working with different databases, and producing basic management information reports and analyses.

**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, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, 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 2015/16 exceeded £537.4m and we rank first in the UK for university spin-outs, with more than 130 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 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.
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: www.ndm.ox.ac.uk/home

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

NDM Unit Information

The Jenner Institute - Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital, Oxford

Scientists at the Jenner Institute, University of Oxford, have developed new candidate vaccines for malaria, tuberculosis, HIV, influenza, Ebola and a wide range of other pathogens. Clinical trials are in progress for eight infectious disease areas. See www.jenner.ac.uk. The Jenner Institute is one of the largest university based vaccine institutes globally.

Over the last three years a new cancer vaccine immunotherapy programme, including a multi-site trial in prostate cancer, has been in progress in close collaboration with the departments of oncology and surgery.

For more information please visit: http://www.jenner.ac.uk/ & 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

http://www.ox.ac.uk/about_the_university/jobs/research/
http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/
http://www.ox.ac.uk/about_the_university/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 must explain how you meet each of 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.

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**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)**

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.

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**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/.

**Data Privacy**
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement.acrelejtire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement.acrelejtire8+/

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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.

Information Security

Information is critical to The University of Oxford operations and failure to protect information increases the risk of financial and reputational losses. NDM is committed to protecting information, in all its forms, from loss of confidentiality, integrity and availability. Users are required to complete information security awareness training and are responsible for making informed decisions to protect the information that they process. Wilful failure to comply with the policy and baseline will be treated extremely seriously by the University and may result in enforcement action on The Nuffield Department of Clinical Medicine and/or an individual. For full details please see University Information Security Policy and Implementation Guidance.
Benefits of working at the University

University Club and sports facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)
If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club
The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare
The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits
The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks
The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits
Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits