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 COVID-19, 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

- 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.

All employees will have to ensure that their work in the laboratory is conducted safely at all times and, in particular, that work is undertaken following the appropriate health and safety policies and procedures for the particular area, without compromise to their own safety or that of others who may be affected.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.
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/](www.ox.ac.uk/about/jobs/preemploymentscreening/).

**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 2016/17 exceeded £564m and we rank first in the UK for university spinouts, 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.

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

**Nuffield Department of Clinical Medicine (NDM)…fostering your career in science**

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.

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)

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: [www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/](http://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/).

**The Jenner Institute**

The Jenner Institute was founded in November 2005 to develop innovative vaccines against major global diseases. Uniquely it focuses both on diseases of humans and livestock and tests new vaccine approaches in parallel in different species. A major theme is translational research involving the rapid early-stage development and assessment of new vaccines in clinical trials.

For more information please visit: department website [http://www.jenner.ac.uk/](http://www.jenner.ac.uk/)

**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/research/)

[http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

[http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/](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. 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).

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

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Please upload all documents as PDF files with your name and the document type in the filename.

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 department(s).

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 receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Important information for candidates

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. 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/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/. 
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.
Benefits of working at the University

**Employee benefits**

University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).

**University Club and sports facilities**

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Information for staff new to Oxford**

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk).

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

**Family-friendly benefits**

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

**Childcare**

The University has excellent childcare services, including 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/](http://www.admin.ox.ac.uk/childcare/).

**Disabled staff**

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

**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/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

**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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).