

Department of Oncology

Job description

Job title	Clinical Trial Administrator
Division	Medical Sciences
Department	Oncology
Location	Oncology Clinical Trials Office: Churchill Hospital, Oxford OX3 7LE or Old Road Campus Research Building, Oxford OX3 7DQ
Grade and salary	Grade 5: £25,941 - £30,942 per annum
Hours	Full-time (part-time hours, minimum 0.7 FTE worked over no fewer than 4 days may be considered)
Contract type	Fixed-term for two years
Reporting to	Trial Manager
Vacancy reference	149488
Additional Information	This role will not attract sufficient points to obtain a sponsored Skilled Worker visa under the points-based immigration system. However, applications are welcome from candidates who don't currently have the right to work in the UK, but who would be eligible to obtain a visa via another route.

The role

The Clinical Trial Administrator will be based in OCTO, working in a team of trial management professionals running clinical trials and studies across a varied portfolio of trials. The post holder will be responsible for a range of activities to support trial teams in the day to day running of trials.

Responsibilities

- Send out all documents required by sites to complete the set-up process, collating all returned core documents and checking for completeness. Perform site accreditation calls and prepare the site file for site activation sign off.
- Obtain confirmation of appropriate training from Investigators at participating study sites.
- Correspond with the regulatory bodies and R&D departments to gain approval for study sites.



- Support the participating study sites, maintaining regular contact with site personnel to check on trial progress and trial supplies. Send out additional and updated trial supplies and documents. Deal with routine trial queries, passing non-routine queries to the appropriate trial management staff or other trial professionals where appropriate, ensuring that any issues are resolved within a reasonable timeframe. Use initiative to tackle any practical difficulties reported by sites under the guidance of the Trial Manager (TM) and the Portfolio Lead (PL).
- Deal with clinical queries that come through from study sites, passing them onto the Clinical Investigators for resolution and feeding information back to site staff. Maintain records of all clinical queries.
- Deal with Serious Adverse Events (SAE) that are reported by phone or fax, recording the information into the study SAE Logs. Enter SAE data into trial databases, resolving any queries from Clinical Coordinators, study sites, Sponsor and regulatory authorities where requested. Follow the event up until resolution of event and queries.
- Liaise with Pharmacy staff to help resolve drug delivery and dispensing issues. This involves discussing drug distribution procedures and referring queries to the appropriate member(s) of the Trial Management Group or external contractor.
- Send regulatory reports and study updates to study sites and send trial updates to databases containing trial information (e.g. NIHR Portfolio database).
- Carry out checks on data sent to OCTO for missing, inconsistent and incorrect information. Send data queries back to the sites for resolution, working with the site staff to ensure they understand the queries for future consistency. Ensure that any data queries are followed through to a satisfactory conclusion within a reasonable timescale.
- Ensure that the collection of trial data is complete, accurate and up to date for analysis according to agreed deadlines.
- Assist with the testing of trial database systems. Perform regular systematic checks of information held on the trial data base(s) as set out by the trial statistician and TM. Assist the trial statistician and TM with data cleaning procedures and checks prior to analysis, including review of data and contacting site staff for further information.
- Arrange travel and accommodation for OCTO staff, contractors, visitors and meeting attendees as requested by the TM and senior trial management staff. Arrange telephone conference calls as requested.
- Research venues for trial meetings. Book meeting rooms, catering and equipment for trial Committee meetings, within University purchasing regulations, under the guidance of the Trial Management Director. Liaise with meeting funders, prepare timetables and agendas and arrange printing of meeting documents, under the guidance of the Directors. Be the primary contact for queries from participants, discuss requirements with speakers, meet and greet participants. Coordinate participants' travel refunds. Ensure that all purchasing/financial commitments comply with University purchasing and expenses regulations.

- Assist the Trial Management Director with logging trial expenditure into OCTO spreadsheets/databases, using coding systems.
- Assist QA Manager to arrange audit visits including the availability of site and audit personnel Prepare documents for monitoring and audit visits and track site visit reports. Assist the trial monitors with source data review on site during busy periods.
- Plan and organise mailshots and newsletters, contact suppliers for quotes and details of services provided. Design and organise the production of promotional material for OCTO studies. Assess the effectiveness of previously used items (calendars, stationery, posters, etc.) and develop ideas for new material.
- Support the activities of the trial working groups, data monitoring committee and a large clinical and scientific collaborative group including taking minutes in meetings and provision of documents and packs for meetings.
- Work alongside the laboratory staff and the TM to monitor blood and tissue submission for samples collected as part of the trials. Contact sites regularly to request missing samples and assist the TM to resolve any issues at sites relating to submission of samples.
- Assist in review of standard operating procedures relating to the CTA role. Train and supervise admin staff involved in data management, in the rules and procedures to be used.
- Attend national meetings to promote the trials - up to 4 meetings a year.
- Attend trial progress meetings such as internal group meetings and trial committee meetings, ensuring an appropriate team member can attend in your absence when necessary.
- Provide cover for the TM as required and requested during any absences. On these occasions, the CTA will monitor recruitment and site set-up closely, providing weekly reports on progress to the PL and Trial Management Director.
- Keep up to date with current research literature and developments in both the professional field and the disease site speciality. Undertake training as required for the post, at the discretion of the Trial Management Director.

Education and training

- OCTO has a continual training and personal development programme which is delivered by trial management professionals within OCTO, by the University and external agencies as appropriate. On the job training is provided for all staff upon joining OCTO.
- The post holder will be expected to undertake training as required for the post, at the discretion of the Trial Management Director and the coordinating office.

General responsibilities

- Act at all times in the interests of the Department of Oncology to ensure good practice.
- Be accountable for your own professional conduct at all times.

- Ensure that work is conducted safely and, in particular, persons undertaking the work do so according to policies and appropriate safety procedures in the dedicated areas.
- To undertake duties as may be required from time to time that are commensurate with the grade and responsibilities of the post.
- To conduct him or herself with due regard to the University Equal Opportunities and Data Protection policies.

Selection criteria

The successful applicant will be expected to meet the following criteria:

Essential selection criteria

- Education to at least A-level in a biomedical or associated subject, or other relevant qualification.
- Ability to support and motivate, be a team player.
- Ability to work under own initiative to problem solve.
- Experience of working to Good Clinical Practice guidelines.
- Experience of UK clinical research structures, regulatory and ethical systems.
- Experience of managing of medical research information e.g. data entry, data coding, entry validation and reporting.
- Effective communication and inter-personal skills.
- Critical and intelligent attention to detail and high standards of accuracy.
- Clerical skills that include excellent word processing & document layout.
- Ability to travel easily in the UK and further afield on occasion. For some visits it may be necessary to stay overnight, this occurring approximately twice a year and normally within the working week

Desirable selection criteria

- Experience of working on oncology clinical trials in a non-commercial setting.
- Experience in the design, maintenance and interrogation of relational databases (MS Access preferred).

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

Department of Oncology

The Department of Oncology, led by Professor Mark Middleton, aims to enhance clinical and basic cancer research in Oxford by maximising opportunities for multidisciplinary collaboration and scientific interaction with the ultimate goal of increasing cancer cure rates.

The creation of the Department of Oncology in 2010 marked an exciting step towards truly multidisciplinary and collaborative oncology research in Oxford. It positions researchers in the field to take this discipline to new heights. It was born out of a collective desire amongst senior leaders in Oxford and major funders to create a structure for cancer research in Oxford that would maximise opportunities for future improvements in the treatment and detection of cancer.

The Department now houses over 400 staff and postgraduate students - both clinical and non-clinical - and is one of the largest departments in the University of Oxford's Medical Sciences Division. It is home to the Cancer Research UK and Medical Research Council Oxford Institute for Radiation Oncology.

It brings together research and clinical groups from across Oxford who are based in the Old Road Campus Research Building, the Radiobiology Research Institute, the Weatherall Institute for Molecular Medicine and the NHS Cancer and Haematology Centre.

The Department holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: <http://www.oncology.ox.ac.uk>

The Oxford Institute for Radiation Oncology

The MRC Oxford Institute for Radiation Oncology was established in 2008 and is led by Prof Amato Giaccia with the purpose of creating a center of excellence for radiation research in the UK. The MRC Oxford Institute for Radiation Oncology is the leading center for the identification and development of new approaches to the biological and physical targeting of radiation to improve the cure and control of cancer. The research facilities

of the Institute are on the Old Road Campus, adjacent to the Oxford University Hospitals Trust main Cancer Hospital.

The MRC Oxford Institute for Radiation Oncology incorporates the MRC Unit for Radiation Oncology and Biology which explores aspects of radiation biology that have direct applicability to the treatment of cancer. This includes understanding how cells respond to and repair radiation-induced DNA damage, defining the microenvironmental factors that affect these responses and identifying targets to alter tumour or normal tissue responses to radiation. In addition, the Institute integrates basic research with imaging science to advance the application of multimodality functional imaging to radiation therapy and earlier detection of secondary cancers.

CRUK RadNet, is a new radiotherapy research network set up by CRUK in 2019 and its Oxford centre is located within the MRC Oxford Institute for Radiation Oncology. The RadNet network aims to improve cancer survival by optimizing and personalizing radiotherapy whilst CRUK Radnet Oxford cores specialize in Immunophenotyping, FLASH, small animal imaging, Artificial Intelligence and Clinical Translation.

For more information please visit: <http://www.radiationoncology.ox.ac.uk/>.

Medical Sciences Division

The Medical Sciences Division is an internationally recognised 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: http://www.ox.ac.uk/divisions/medical_sciences.html

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

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

All applications must be received by **midday** UK time 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).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

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: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

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 <https://hr.admin.ox.ac.uk/staff-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 and <https://www.sport.ox.ac.uk/>.

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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/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.