



# DEPARTMENT OF PAEDIATRICS

Medical Sciences Division



Department of Paediatrics

<b>Job title</b>	<b>Clinical Trials Assistant</b>
<b>Division</b>	Medical Sciences
<b>Department</b>	Paediatrics
<b>Location</b>	Oxford Vaccine Group, CCVTM, Churchill Hospital, Oxford
<b>Grade and salary</b>	Grade 4: £22,417 - £25,941 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (12 months in the first instance)
<b>Reporting to</b>	Nelly Owino
<b>Vacancy reference</b>	149631
<b>Principal Investigator</b>	Professor Andrew Pollard
<b>Project team</b>	Oxford Vaccine Group
<b>Project web site</b>	<a href="https://www.ovg.ox.ac.uk/">https://www.ovg.ox.ac.uk/</a>

## The role

Under minimal supervision, the Clinical Trials Assistant is responsible for the effective and efficient day to day administration of research studies to enable the academic research staff to fulfil their responsibilities. The Clinical Trial Assistant is also required to carry out varied office duties and specific study related tasks and acts as a pivotal point of contact for the clinical trial team.

## Responsibilities

- To administer, maintain and coordinate the logistical aspects of the clinical trials according to Good Clinical Practice (GCP) and Standard Operating Procedures (SOPs).
- To liaise with study participants and/or the study team to book appointments, resolve disrupted appointment times, offer new appointments and re-arrange existing appointments according to protocol timelines.
- To monitor and maintain the study documents, databases, spread sheets and equipment.
- To establish and be able to maintain effective filing systems including case report forms, investigator site files and administrative files.



- To liaise with the external printing company in preparing and ordering the printing of study documents.
- To ensure an initial supply of documents, paperwork and other equipment is ready for the start of the trial.
- To send weekly recruitment updates to those involved in the studies.
- To attend study meetings, including developing the agenda as well as recording the minutes and action points.
- Be responsible for creating and maintaining study databases to track the recruitment and progress of clinical studies.
- To coordinate and carry out the mailing of participant invitation letters from the Child Health Departments and other NHS organisations.
- To be responsible for ordering and tracking participant payments for studies.
- To proof-read documents thoroughly before regulatory submissions and print runs.
- To monitor University Sponsored Studies within the group according to Good Clinical Practice Guidelines and study specific protocols, highlighting errors and discrepancies and bring these to the attention of senior study staff.
- Be responsible for organisation/management of the Group's research archive files, including maintaining a database of archived materials and summaries of current/previous research activities.
- Maintenance of staff training records and provide support in training new starters.
- To maintain confidentiality of issues relating to the families participating in research studies.
- To adhere to Oxford Vaccine Group Standard Operating Procedures for the conduct of studies.
- To be aware of the DoH Research Governance Framework for Health and Social Care governing the conduct of research.
- Communicate effectively with colleagues, as well as study participants, using initiative and judgment to solve problems and provide feedback to senior colleagues as appropriate.
- General office administration in this role as appropriate:
  - Photocopying, shredding, filing and arranging couriers
  - To assist the study team with any other data collation and general office duties
  - Deal with queries from members of the public, study participants, employees and line managers over the phone, by fax, by email and face-to-face
  - other duties may be required from time to time that are commensurate with the grade and responsibilities of the post

## **Selection criteria**

### **Essential**

- Experience in research clinical trials administration including working knowledge of regulatory and governance requirements for clinical trials
- Demonstrable experience in an administrative role working in an office environment
- Excellent written and oral communication skills
- Proven evidence of excellent organisational and time management skills
- Ability to work unsupervised taking responsibility for own actions, including appropriate use of initiative and problem solving
- Comprehensive knowledge of standard office software packages and IT skills including database entries and queries (Excel and Access)
- Experience working with confidential information for example medical records or clinical trial participant information

- Service orientated approach, flexible, reliable and proactive towards changing study teams needs
- Ability to work precisely according to procedures, rules and regulations
- Experience and/or knowledge of monitoring clinical research trials
- Full driving licence and access to transport (mileage allowance given)

## **Desirable**

- Experience of university procedures and computer systems
- Further education qualification in administrative field
- Experience with proof reading documents and document creation

## **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 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)

## **Oxford Vaccine Group**

The Oxford Vaccine Group (OVG) is led by Andrew J Pollard, Professor of Paediatric Infection and Immunity. Staff re based within a purpose built centre on the Churchill Hospital site and form part of the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM). The aim of OVG is to co-ordinate expertise in the study of microbial diseases and the immune response to microbes, in order to facilitate research on the development and implementation of vaccines. This may include new, improved or combined vaccines for the adult and paediatric population.

Core group members include two Consultants in Vaccinology, a Director of Clinical Trials, a Senior Clinical Trials Manager, adult and paediatric clinical research fellows, adult and paediatric research nurses, project managers, QA manager, IT manager, and an administration team. The Infection and Immunity Laboratory includes post doctorate scientists, research assistants and DPhil students. Wider group members include professionals from a range of specialities including immunologists, microbiologists, statisticians, a community paediatrician, the local Health Protection team and a bioethicist.

Recent studies carried out by the group include:

- Vaccines against RSV
- Pneumococcal nasopharyngeal carriage epidemiology
- Meningococcal B vaccine development and evaluation
- Development of a typhoid challenge model

More information about OVG may be found at the website: <http://www.ovg.ox.ac.uk>

## Department of Paediatrics

The Department of Paediatrics was established in 1972 and is a part of the Medical Sciences Division. The Department has a major interest in infectious diseases on infancy and childhood and comprises clinical, teaching and research facilities within the Children's Hospital, the Women's Centre, the Institute of Molecular Medicine, the Peter Medawar Building, the Wellcome Trust Centre for Human Genetics (WTCHG) and the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM). We currently employ around 120 clinical practitioners, research scientists and administrative staff and have an annual non-research turnover in excess of £4 million, with more than 65 research grants.

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

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department of Paediatrics holds a departmental silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women.

## Medical Sciences Division

We are an internationally recognized centre of excellence for biomedical and clinical research and teaching, and 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.medsci.ox.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 [www.ox.ac.uk/about/jobs/supportandtechnical/](http://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. 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. 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)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://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](http://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/](http://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/](http://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/](http://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 69<sup>th</sup> 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+/](http://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+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

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.

## 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](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 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/](http://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/](http://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](http://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/](http://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](http://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/](http://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](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)