



DEPARTMENT OF PAEDIATRICS

Medical Sciences Division



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Job title	Clinical Trials Support Officer
Division	Medical Sciences
Department	Paediatrics
Location	Oxford Vaccine Group, CCVTM, Churchill Hospital, Oxford
Grade and salary	Grade 4: £22,417 - £25,941 per annum
Hours	Full time 36.5 hours/week
Contract type	Fixed-term (12 months), externally-funded
Reporting to	Laura Walker
Vacancy reference	149632

Principal Investigator / supervisor	Professor Andrew Pollard
Project team	Oxford Vaccine Group
Project web site	www.ovg.ox.ac.uk

Overview of the role

Under minimal supervision the Clinical Trials Support Officer is responsible for the effective and efficient day to day administration of specific research studies to enable the academic research staff to fulfil their responsibilities. The Clinical Trials Support Officer is required to carry out varied office duties and specific study related tasks, including assisting the paediatric study team by providing distraction to babies and children on visits within the community.

Responsibilities/duties

Clinical Trial Administration

Assisting academic research staff in the planning and running of the clinical trials by:

- Planning, organising, and booking study visits including liaising with study participants and staff



- Monitoring and maintaining the supply levels of study documents and equipment, placing orders on the University ordering system
- Creating, monitoring and maintaining study databases and spread sheets
- To be responsible for carrying out regular telephone and email follow up with participants according to study specific protocols
- To send out information letters/leaflets in preparation for study recruitment
- Maintain effective filing systems including case report forms and administrative files
- To be able to format documents to group requirements in preparation for printing
- To assist in the maintenance and organisation of the Investigator Site Files
- Organising venue hire and the preparation and set-up of study locations
- Sending weekly recruitment updates to those involved with the study
- To adhere to Oxford Vaccine Group standard operating procedures for the conduct of studies
- To work according to Good Clinical Practice
- To assist in ordering and tracking of participant payments for studies
- To assist in the monitoring of 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
- To assist on projects as required by OVG colleagues

Office Administration

- To be able to organise meeting rooms, refreshments & technical equipment. Collate any papers needed for meetings
- Meeting administration and support including taking minutes
- Receive telephone enquiries from participants, parents, professionals, and external agencies
- Communicate effectively, deal with problems and escalate to senior colleagues as necessary
- To take delivery of supplies being able to deal with any matters arising from the delivery
- Assist with the day to day activities of the office and administration tasks. Ensure that work is prioritised according to service needs
- To assist and support OVG colleagues in general group administration tasks, which are appropriate to the grade

Paediatric studies

- To assist the study team when obtaining venous blood samples from babies and children by holding and providing distraction to the participant and family
- To assist the clinical team when vaccinations are given or samples taken
- To maintain confidentiality of issues relating to the families participating in research studies
- To attend in service training, including child protection training and be aware of current trends in childcare

Hazard-specific / Safety-critical duties

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Working with blood, human products and human tissues
- Work in clinical areas with direct contact with patients

Additional security pre-employment checks

This job includes the following duties which will require additional security pre-employment checks:

- A satisfactory Disclosure and Barring Service check due to regulated activity involving children

Selection criteria

Essential

- GCSE level Biology or related subject
- Effective communication and inter-personal skills, including good telephone manner
- Experience of working with babies/children
- Have excellent working knowledge of MS office packages
- Willingness to assist the research team with venepuncture and vaccination in babies and children
- Friendly and amenable
- Office management and clerical skills
- High attention to detail and high standards of accuracy
- Good organisational skills with the ability to prioritise own workload effectively
- Experience dealing with confidential information
- Willingness to attend a resuscitation course
- Team player
- Ability to be flexible in working hours according to research study requirements
- Full driving licence and access to transport (mileage allowance given)

Desirable

- Ability to work on own initiative and problem solve
- Experience of handling medical data, preferably in an NHS or pharmaceutical company environment
- Experience of using relational database
- A formal childcare qualification
- An understanding of clinical research procedures and experience of clinical research in the UK

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

Oxford Vaccine Group

The Oxford Vaccine Group (OVG) is led by Andrew J Pollard, Professor of Paediatric Infection and Immunity. Staff are 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/.

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).

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. 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 8 and above), for which the retirement date is the 30 September immediately preceding the 69th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejira/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/revisedejira/revproc/

There is no normal or fixed age at which staff in posts at grades 1-7 have to retire. 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.

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.

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 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/.

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/.

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/.

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 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.

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/. **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.

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 for further details.

BUPA - Eduhealth

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/.