

Job description

Job title	Trial Administrative Assistant / Data Coordinator NPEU CTU
Division	Medical Sciences Division
Department	Oxford Population Health (Nuffield Department of Population Health, University of Oxford)
Location	Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Grade 5: £28,759 - £33,966 per annum
Hours	Part time (50% FTE)
Contract type	Fixed-term (2 years) offered in the first instance
Reporting to	Trial Manager
Vacancy reference	170232



About Oxford Population Health

Oxford Population Health (the Nuffield Department of Population Health) provides an excellent environment for multi-disciplinary research and teaching and for professional and support staff. We work together to answer some of the most important questions about the causes, prevention and treatment of disease.

The Department has around 900 staff, students and academic visitors working in a number of world-renowned population health research groups, including the Clinical Trial Service Unit and Epidemiological Studies Unit (CTSU), the Cancer Epidemiology Unit (CEU), the National Perinatal Epidemiology Unit (NPEU) and other groups working on public health, health economics, ethics and health record linkage. It is also a key partner in the Oxford University's Big Data Institute.

In the 2021 Research Excellence Framework (REF), 96% of the research submitted to Unit of Assessment 2: Public Health, Health Services and Primary Care, was ranked either 4* (world-leading in terms of originality, significance and rigour) or 3* (internationally excellent in terms of originality, significance and rigour). This comprised research from Oxford Population Health and research from the Nuffield Department of Primary Care Health Sciences. We scored particularly well for having an environment that is conducive to producing research of world-leading quality and enabling outstanding impact, in terms of its vitality and sustainability.

In addition to its research activities, the Department is home to the [MSc in Global Health Science and Epidemiology](#), the [MSc in Clinical Trials](#), and a variety of short courses. Students also come to undertake research for [DPhil degrees](#). Teaching is provided for undergraduates reading for Medicine and for public health doctors in specialist training.

For more information please visit the [Oxford Population Health website](#).

About the Medical Sciences Division

The Medical Sciences Division is an internationally recognised 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 the [Medical Sciences Division website](#).

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 the [Oxford University website](#).

National Perinatal Epidemiology Unit

The NPEU is an internationally recognised, multi-disciplinary research unit based within the Nuffield Department of Population Health at the University of Oxford, Old Road Campus in Headington, Oxford. The Unit undertakes research about pregnancy, childbirth and newborn babies. This is reflected in the backgrounds of the people working in the Unit (obstetrics, midwifery, paediatrics, epidemiology, social science, economics, statistics, programming, plus administrative and clerical staff). Funding is provided by grants from a variety of sources including the Department of Health Policy Research Programme, the National Institute for Health Research (NIHR), other funding agencies and medical research charities.

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

NPEU Clinical Trials Unit (NPEU CTU)

Randomised Controlled Trials (RCTs) make up a large component of the NPEU's work and the external funding that the Unit attracts. The ongoing programme of trials at the NPEU Clinical Trials Unit (NPEU CTU) evaluates a broad range of interventions for women and babies in the perinatal health services. These are typically large multi-centre trials, involving many hospitals both nationally and sometimes internationally. The NPEU CTU aims to maintain its position at the forefront of trials within the perinatal field by exploring innovative methodology and also by providing support and training for trials run from outside the CTU. The current NPEU CTU portfolio consists of around 15 trials that are either in set-up (funding awarded), open to recruitment, in follow-up or at analysis and dissemination stages.

A multi-disciplinary CTU core trials team, currently comprising the CTU Director, CTU Clinical Director, Head of Operations, Senior Trial Manager, Head of Trials Programming, Senior Trials Programmer, Lead Medical Statistician, Quality Assurance Manager and Assistant Trials Manager, who work across all aspects of the trials programme and provide senior capacity and leadership to support project-based staff who are contracted to work on the individual trials.

The NPEU CTU has full registration with the UK Clinical Research Collaboration (UKCRC) following the 2017 review process which was led by an International Review Committee of experts. Clinical Trials Units awarded UKCRC registration are required to demonstrate (i) their capability to centrally coordinate multicentre clinical trials and other well-designed studies, and (ii) the presence of established robust systems to ensure conduct and delivery of clinical trials to the highest quality standards, in line with the appropriate regulations.

The NPEU CTU receives National Institute for Health Research (NIHR) CTU Infrastructure Support Funding. This funding has been awarded to support the unit in developing and supporting NIHR trials.

For further information regarding trial-related activities within the NPEU CTU, please visit our website (<http://www.npeu.ox.ac.uk/trials>).

The role

The post-holder will work closely with the Trial Managers, Head of Operations, Senior Trials Managers and the Trial Programmers to provide administrative and data management support on NPEU CTU Trials. This will include ensuring that the trial and data systems are maintained to the highest level of integrity at all times, assisting on the continuous development of efficient administrative and data management systems to ensure prompt and accurate processing of the trial administration and data.

Responsibilities

- Work with Chief Investigators, Trial Managers and Clinical Trial Administrators to ensure the smooth-running of the trials within the NPEU CTU. This could include working on multiple trials.
- Assist with the administration tasks as required including taking minutes at trials meetings, organising meetings, ordering trial supplies, responding to queries received by post, email and by telephone.
- Ensure all data-handling complies with the Data Protection Act and GDPR; this may entail spot checks and regular audit while working to Good Clinical Practice (GCP) guidelines on data management.
- To assist with the promotion of trials to ensure successful recruitment and efficient accurate data collection. This may include distributing promotional material or assisting with communication strategies for social media sites, websites and other promotional campaigns.
- To assist with collation and filing of essential trial documentation, including trial closedown and archiving where required.

- Implement regular quality controls, with prompt and appropriate response to incoming data ensuring efficient query management and resolution, data cleaning and validation, in line with CTU SOPs.
- Develop systems to identify potential problems with regard to adherence to the trial protocol, and liaise with the Trial Manager with regard to appropriate action.
- Ensure regular data comparison and reconciliation are carried out.
- Attend and provide reports on the status of the trial at meetings of the Project Management Group and Co-Investigators Groups. Assist with data quality reports for the Data Monitoring and Trial Steering Committees as and when requested.
- Develop successful working relationships to facilitate good communication and networking between the Trials Staff, the Project Management Group, the Co-investigator Groups and the staff employed at the recruiting sites.
- Be committed to the NDPH and NPEU's training and development initiative.

The above list is not exhaustive and the role-holder is required to undertake such duties as may reasonably be requested within the scope of the post. All staff are required to act in a professional, cooperative and flexible manner, in line with the requirements of the post.

Selection criteria

Essential

- Understanding of good data management principles and experience of data entry
- Experience of working with large databases
- Knowledge of the Data Protection Act and GDPR
- Strong IT skills and have experience and competence in the use of Microsoft Word, Excel, Powerpoint and Access, or similar relational database
- Evidence of the ability to set up and maintain an effective data management system
- Excellent time-keeping
- Excellent attention to detail
- Excellent organisational and communication skills
- The ability to take responsibility and prioritise workload to ensure deadlines are met
- Understand and practice confidentiality
- Flexible, adaptable and proactive approach to work

Desirable

- Experience of working on a clinical trial or other healthcare research
- Experience of using Openclinica

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.

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](#).

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 your CV and supporting statement **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 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).

If you need help

Help and support is available from the [HR Systems Recruitment support webpage](#). If you require any further assistance please [email the Recruitment Support team](#).

To return to the online application at any stage, please go to the [University's recruitment website](#). 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](#). The University's Policy on Data Protection is available on the [University's Compliance webpages](#).

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.

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.

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. There is also a [visa loan scheme](#) to cover the costs of UK visa applications for staff and their dependents.

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 the [Work+Family Space](#), 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.

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 the [Childcare Services webpages](#).

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 the [Disability Support webpages](#).

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 on the [Equality and Diversity at Oxford webpages](#).

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.