

## Job description and selection criteria

<b>Job title</b>	Senior Research Nurse
<b>Division</b>	Medical Sciences
<b>Department</b>	Paediatrics
<b>Location</b>	STRONG, John Radcliffe Hospital, Oxford
<b>Grade and salary</b>	Grade 7: £36,024- £44,263 per annum (with discretionary range up to £48,350)
<b>Hours</b>	Full time (37.5 hours a week)
<b>Contract type</b>	Open-ended, externally-funded
<b>Reporting to</b>	Laura Chiverton, Clinical Research and Operations Manager
<b>Vacancy reference</b>	172374
<b>Additional information</b>	<i>This role meets the criteria for a UK Skilled Worker visa</i>

## The role

The Senior Research Nurse will be an integral member of the Specialised Translational Research Oxford Neuromuscular Group (STRONG), working closely with the Operations Manager, Laura Chiverton, and the Principal Investigator, Professor Laurent Servais.

The role requires someone who can work both as a member of a multi-disciplinary team and independently, using their initiative to seek solutions to problems and provide excellent support. Experience in the delivery and management of clinical trials and thorough working knowledge of the relevant ethical, legislative and research governance requirements relevant to clinical trials in the UK are essential. The senior clinical research nurse will be responsible for the management of the trial portfolio and participants including; leading and co-ordinating, planning, conducting clinical intervention, recruitment and retention, and ensuring clinical skills for the trial patients are met and maintained. The senior research nurse is expected to work collaboratively with different teams across the University of Oxford and the University of Oxford Hospital to promote clinical research delivery and integrated care delivery as appropriate.



## Responsibilities

The senior research nurse will be expected to support the Principal Investigator, Professor Laurent Servais, in co-ordinating and running the research portfolio.

### Clinical Research:

1. Manage own clinical workload and co-ordinate allocated clinical trials and research studies and be responsible for the assessment, planning, implementation, and evaluation of patient care during participation in clinical research visits and demonstrate expert knowledge and skills in the management of clinical research participants.
2. Demonstrate expert knowledge and skills in the management of clinical research participants and utilise effective communication skills through a variety of methods, supporting participants and their families in decision making in relation to study entry and participation.
3. Participate in and ensure compliance with Informed Consent Procedures, acting within boundaries of own competency, research regulation and Trust policies/SOPs.
4. Lead the completion of administrative tasks, including feasibility, study set up, close out & archiving.
5. This is a patient facing clinical role with a split between clinical practice and leadership responsibilities

### Leadership and Management

1. Initiates and develops effective relationships, fostering clarity of the research nurse role within teams, directorate and networks, to encourage productive and efficient working practices and remains adaptable to change, continually developing own practices.
2. Provide line management to the research delivery team and act as a role model for excellence in clinical research delivery and directs, supports and facilitates any team and unit project work.
3. Working with Clinical Trial Manager and Clinical Research and Operations Manager to deliver successful clinical trials with patient care at the forefront of practice.

### Education:

1. Critically assess and address own and teams CPD learning needs as research delivery nurse, and within clinical speciality working to a personal development plan that reflects the needs of the individual and clinical research delivery service, engaging with performance reviews and the appraisal processes, as required.
2. Identify and facilitate training and education opportunities available for the research delivery team, applying for funding as appropriate.

### Improving Quality and Developing Practice:

1. Participate in dissemination of research results locally and nationally, as appropriate and promote and participate in PPI engagement in research design and dissemination.
2. Represent participants and clinical research delivery staff in the development and review of research protocols, ensuring the protocols are deliverable, as appropriate

## Selection criteria

### Essential

#### Education, training, qualifications & experience:

- Registered Nurse with UK recognised first level degree (HEI Level 6) in Nursing or specialist nursing field
- Significant experience and expertise within a leadership role and evidence of advanced mentorship skills
- Knowledge of NHS research governance and policy and completed Good Clinical Practice and Human Tissue Act training

#### Clinical Practice:

- Competency in clinical skills relevant to the clinical research area and able to work under own initiative within boundaries of the role
- Evidence of effective team working and team leadership as part of a multi-disciplinary professional team

#### Values and behaviours:

- Willingness and enthusiasm towards working as part of a multi-disciplinary team in delivering research and care, as required
- Actively participates in quality improvement programme, developing service and staff

#### Leadership and Management:

- Organised and able to prioritise own workload with the ability to maintain and contribute to development of standard operating procedures and research processes
- Experience of working with sponsor representatives/managing expectations
- Able to supervise non-registered and less experienced staff to ensure effective research and care delivery.

#### Personal Qualities & skills:

- Commitment to & evidencing of own professional development, capabilities and competency development via work-based assessments and use of a portfolio
- Flexibility in working hours, ability to work shift patterns such as nights and weekends
- Computer literate with experience of working with Microsoft Office packages and advanced keyboard skills, to ensure fluent documentation

## **Desirable**

- Masters (HEI level7) or working towards, in a specialist nursing field, leadership or clinical research
- Leadership training
- Human Tissue Act training
- Informed consent training
- Experience of sample processing in a laboratory setting
- Experience of working with patients/carers to develop research activity
- Experience of managing change
- Experience of participation/leading research audits and inspections
- Ability to appraise documents, using analytical and problem-solving skills

## **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>

### **Hazard-specific / Safety-critical duties**

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Driving on University business
- Working with blood, human products and human tissues
- Work in clinical areas with direct contact with patients (NOT administrative roles)

### **Additional security pre-employment checks**

This job includes duties that will require additional security pre-employment checks:

- A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children **OR** regulated activity involving 'at risk' adults

- University security screening (e.g. identity 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](http://www.ox.ac.uk/about/organisation).

## Specialised Translational Research Oxford Neuromuscular Group (STRONG)

STRONG is led by Laurent Servais, Professor of Paediatric Neuromuscular Diseases. Staff are based within a suite of offices in the academic centre on the third floor of the John Radcliffe Hospital in Headington, Oxford. This rapidly growing research group focuses on paediatric neuromuscular diseases and driving research into early identification, potential treatments, and early intervention for rare disorders.

Major focuses of the group include gene therapy – it is co-lead of a WP in a European Project to evaluate potential marker of gene therapy toxicity in humans – as well as neonatal genetic screening, with the implementation of the first genetic population-based screening in the UK for spinal muscular atrophy being one of its proudest recent achievements. The group is also leading an ambitious program of research into Angelman syndrome, with clinical trials and a natural history study ongoing.

## Department of Paediatrics

The Department of Paediatrics is a world leader in child health research and hosts internationally renowned research programmes in drug development, gastroenterology, haematology, HIV, immunology, neuroimaging, neuromuscular diseases and vaccinology. Our work spans from early proof-of concept fundamental science, all the way up to its application in clinical settings.

We continue to shape the landscape of medical science through positively impacting the lives of millions of children from our global research programmes, academic resources, and commitment to success. Our broad research base positions the department in a pivotal role and subsequently a world leader in child health. With research facilities in the UK and abroad, we work on a global scale, building a paediatric network in the medical science community. We are committed to

inform and inspire external audiences worldwide through our public engagement and outreach activities.

In 2021, we successfully administered a grant value of £130,895,28 obtained through 168 projects. Our strong relationship with funding bodies have also been a contributor to the successes and milestones in children's health research. With strong support from the Wellcome Trust, NIH, Cancer Research UK, UKRI, MDUK, Bill & Melinda Gates Foundation, Academy of Medical Sciences and the NIHR, we have employed 360+ staff, researchers, and students. These figures continue to grow as we expand our activities to overcome the multitude of challenges within children's research health.

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

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

## **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

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

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at [recruitment@paediatrics.ox.ac.uk](mailto:recruitment@paediatrics.ox.ac.uk) or using the contact details in the online advertisement.

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 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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](http://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 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. See <https://hr.admin.ox.ac.uk/my-family-care> 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 <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](http://www.newcomers.ox.ac.uk).