

Job title	Clinical Research Officer
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Sciences Institute, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Grade 6: £32,332 - £38,205 with a discretionary range to £41,732 p.a.
Hours	Full time (part time hours considered, a minimum of 70% FTE)
Contract type	Fixed-term contract for 6 months Funding is provided by the Wellcome/FCDO
Reporting to	Josephine Bourner, Senior Clinical Trials Manager
Vacancy reference	172846

Hybrid working arrangements	The successful person will need to work on site for a minimum of 3 days per week
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - https://www.psi.ox.ac.uk/
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

This is an exciting opportunity for a highly organised Clinical Research Officer to use their knowledge and experience to provide support for the study closure of the IMASOY trial within the International Severe Acute Respiratory and emerging Infection Consortium (ISARIC).

IMASOY is a randomised controlled trial comparing two treatment regimens for bubonic plague that took place in Madagascar over the course of four years and is sponsored by the University of Oxford. The trial recently closed to recruitment at over 50 research sites having enrolled over 450 patients.

The role of the Clinical Research Officer sits within the research team in ISARIC under the supervision of the Senior Clinical Trials Manager. You will also work with other members of the team in Oxford and Madagascar to close the IMASOY trial, ensuring site closure documentation is complete, resolving outstanding queries, maintaining the electronic Trial Master File, tracking closure activities, and supporting the end of study notification and reporting processes.

As well as strong all-round administrative and organisational skills, you will use electronic data capture software, so familiarity with handling databases and spreadsheets is essential. Your role will also involve managing study documentation and filing systems.

Successful research involves collaboration with research and clinical staff, and you will liaise with a variety of staff both in Oxford and Madagascar. As our project collaborators in Madagascar are French-speaking you must be a confident French speaker, who is also capable of providing clear written guidance, conducting data monitoring, reviewing datasets and taking comprehensive meeting notes in French.

You will have knowledge of the broad clinical research process, including study close down. We expect you to have outstanding organisational and communication skills. You will be self-motivated and friendly, and have a responsible and flexible approach to your workload. You will be able to maintain clear and accurate records, and be effective in meeting priorities and deadlines.

Responsibilities

You will:

- Support the close down of the IMASOY trial on behalf of the Sponsor.
- Ensure the electronic Trial Master File is kept up-to-date.
- Accurately track study closure activities.
- Assist research activities with a level of knowledge, skills and expertise which may include participation in preparation of research documents, completing supporting paperwork.
- Liaise with external partners to track and resolve data queries.
- Support project management, tracking activities, following up on actions from meetings.
- Identify and work to resolve outstanding queries on study documentation and data.
- Support end of study notifications and reporting.
- Carry out day-to-day tasks with minimum supervision, reporting problems immediately, and providing updates to the Senior Clinical Trials Manager.
- As ISARIC works closely with a number of international collaborators, you will occasionally be required to attend meetings outside of core UK working hours.
- Be responsible for organising and planning own workload to meet research priorities, re-adjusting plans to respond as situations change or arise.
- Undertake any other reasonable duties appropriate to the role and grade.



- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- Hold a degree in a relevant field.
- Ability to obtain a certification or qualification in Good Clinical Practice (GCP).
- Experience in supporting clinical research studies/ clinical trials, with an understanding of the clinical research process and ICH Good Clinical Practice standards.
- Experience in monitoring and closing down clinical studies at the Sponsor level.
- Working proficiency in both English and French (spoken and written).
- Good IT skills including experience using databases and in the use of the Microsoft Office Suite, particularly Word and Excel, and the ability to learn new systems.
- Strong evidence of a flexible can-do approach, self-motivation, resilience and a willingness to adapt to the changing needs and priorities of competing activities.
- Proven ability to take initiative.
- Excellent problem-solving skills, with the ability to identify potential issues and suggest possible solutions.
- Demonstrate an understanding of data protection and other statutory requirements.

Desirable

- Experience working on clinical studies in resource-limited settings.

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>



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>.

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.

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). 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. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/research/

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 recruitment@ndm.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 online recruitment portal 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 70th 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.