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| **Job title** | Clinical Project Administrator |
| **Division** | Medical Sciences |
| **Department** | Nuffield Department of Medicine |
| **Location** | Pandemic Sciences Institute, Li Ka Shing Centre for Health and Information Discovery, Old Road Campus, Headington, Oxford, OX3 7LF |
| **Grade and salary** | Grade 5: £28,759 - £33,966 with a discretionary range to £37,099 per annum |
| **Hours** | Full time |
| **Contract type** | Fixed-term contract until 31 May 2029<br>Funding is provided by Wellcome |
| **Reporting to** | Josephine Bourner, Senior Clinical Trials Manager |
| **Vacancy reference** | 173897 |

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| **Hybrid working arrangements** | **The successful person will need to work on site for a minimum of 3 days per week** |
| **Additional information** | This role does not meet the eligibility requirements for a Skilled Worker Visa Certificate of Sponsorship under UK and Immigration legislation. Therefore, the Nuffield Department of Medicine will not be able to sponsor individuals who require right to work in the UK to carry out this role. |
| **About us** | • University of Oxford - www.ox.ac.uk/about/organisation<br>• Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk<br>• Unit - www.psi.ox.ac.uk |
| **What we offer** | https://hr.admin.ox.ac.uk/staff-benefits<br>• An excellent contributory pension scheme<br>• 38 days annual leave<br>• A comprehensive range of childcare services<br>• Family leave schemes<br>• Cycle loan scheme<br>• Discounted bus travel and Season Ticket travel loans<br>• Membership to a variety of social and sports clubs<br>• A welcoming and diverse community |

# The role

This is an exciting opportunity for a highly organised Clinical Project Administrator to use their knowledge and experience to provide support for the portfolio of projects within the International Severe Acute Respiratory and emerging Infection Consortium (ISARIC).

ISARIC is a global federation of clinical research networks providing a proficient, coordinated, and agile clinical research response to outbreak-prone infectious diseases. Our mission is to generate and disseminate clinical research evidence for outbreak- prone infectious diseases, whenever and wherever they occur.

The ISARIC Global Support Centre (GSC), currently based in Oxford, provides technical and operational support to ISARIC members and stakeholders wishing to conduct research in preparation for, or in response to, outbreaks. Currently we have 60-member networks spanning 141 countries.

We have an ambitious programme, which includes developing research strategies for ISARIC's priority diseases and supporting partners to set up and run new clinical trials and other clinical research studies for emerging pathogens.

The role of the Clinical Project Administrator sits within the research team and will support several areas of work, which include the development of ISARIC's research agenda for the next 5 years, collaborating with international partners to develop a strategic research plan for one or more priority diseases, and supporting partners to initiate clinical research studies. The Clinical Project Administrator will work under the supervision of the Senior Clinical Trials Manager and Director of Science.

As well as strong all-round administrative, organisation and coordination skills, the role involves use of electronic data capture software, so familiarity with handling databases and spreadsheets is essential. You will also provide support in project meetings and be responsible for ensuring minutes are written and circulated in a timely manner. Your role will also involve closely tracking project activities and managing project documentation and filing systems.

Successful research involves collaboration with research and clinical staff around the world, and you will liaise with a variety of staff both within the clinical studies group and internationally.

You will have knowledge of the broad clinical research process. 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 development of ISARIC's research agenda, including tracking project progress, supporting document development, and liaising with collaborators.
- Support the development of multiple parallel strategic research plans, including coordinating large groups of stakeholders, maintaining contact lists, document development, updating project management systems to track project activities, tracking communications and ensuring queries are adequately followed-up.
- Support the initiation of clinical research studies and clinical trials, including supporting the development of research documents in the study's initial phases.
- Support the coordination and implementation of community engagement activities, including setting up meetings with community groups.

- Act as a first point of contact for internal and external queries relating to the projects.
- Assist other research activities with a level of knowledge, skill and expertise which may include participation in preparation of research documents, completing supporting paperwork, supporting data management and monitoring activities.
- Coordinate meetings across several different projects, including identifying suitable dates and times for participants, coordinating the agenda, writing minutes, booking meeting venues.
- As ISARIC works closely with a number of international collaborators, you will occasionally be required to attend meetings outside of core UK working hours.
- Coordinate and book travel for internal colleagues and external collaborators, including flights, hotels, conference venues, drafting risk assessments, requesting travel insurance, among other associated activities.
- Maintain a seamless filing system for project documentation throughout the life of projects.
- Manage the purchasing and payment processes for project activities, including obtaining quotes and raising Purchase Orders.
- Carry out day-to-day tasks with minimum supervision, reporting problems immediately, and providing updates to the Senior Clinical Trials Manager.
- 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 an undergraduate degree in a biomedical or a relevant field.
- Strong administrative experience delivering administrative support to multiple clinical research projects.
- Ability to manage and prioritise multiple tasks and ability to take initiative.
- Experience coordinating meetings for large groups of collaborators.
- Familiarity with the University purchasing processes and raising Purchase Orders in Oracle and other systems.
- Excellent communication skills, both verbally and in writing.
- Good IT skills including experience using databases and in the use of the Microsoft Office Suite, particularly Word and Excel, electronic data capture systems and the ability to learn new systems.
- Ability to work well within a team and with multiple external collaborators, as well as the ability to work independently and plan own workload.
- Strong evidence of a flexible can-do approach, self-motivation, resilience and a willingness to adapt to the changing needs and priorities of competing projects.
- 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 and professional guidelines.

## Desirable

- Experience supporting clinical research studies/ clinical trials, with an understanding of the clinical research process and ICH GCP standards.
- Experience supporting complex projects, with many moving parts, delivered by large teams across multiple time-zones.

# 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:

- Travel outside of Europe or North America on University Business

# 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/supportandtechnical/

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.