1 Advertisement

Post Title: Director of Brighton and Sussex Clinical Trials Unit (BSCTU)
School: Brighton and Sussex Medical School
Hours: full time hours considered up to a maximum of 1.0 FTE - 37.5hours
Requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 10172
Salary: starting at £53,353 to £61,823 per annum, pro rata if part time
Placed on: 15 November 2022
Closing date: 13 December 2022. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: 1 May 2023

- An exciting opportunity has arisen to lead the Brighton and Sussex Clinical Trials Unit based within Brighton & Sussex Medical School (BSMS) and the University of Sussex. The post holder will provide operational leadership for the CTU working closely with the Academic Director for Health Research Partnership (HRP) and Head of the HRP/Joint Clinical Research office (JCRO).

- The postholder will have experience of managing complex clinical trials and knowledge of research governance and regulations across a range of studies, including Clinical Trials of Investigational Medicinal Products (CTIMPs). Experience of managing research projects from design through to dissemination within a CTU environment is also required.

Please contact Martin Llewelyn (m.j.llewelyn@bsms.ac.uk) or Nicky Perry (n.perry@bsms.ac.uk) for informal enquiries.

For full details and how to apply see our vacancies page

www.brighton.ac.uk/jobs www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at Brighton and Sussex CTU - BSMS

Job Title:	Director of Brighton and Sussex Clinical Trials Unit (BSCTU)
Grade:	Grade 9
School/Division:	BSMS
Location:	Watson Building, University of Brighton, Falmer campus
Responsible to:	Prof Martin Llewellyn
Reports to:	BSMS Medical School Secretary
Direct reports:	CTU Trial and data managers and CTU administrator
Key contacts:	CTU Statisticians, Joint Clinical Research Office, Research & Enterprise and R&D departments across NHS and Academic Partners, Health Research Partnership (HRP), BSMS Finance
Role description:	Provide academic and operational leadership for the BSCTU including strategy development and delivery. Work closely with the Brighton and Sussex Health Research Partnership to support growth and potential for efficiencies across the shared research environment.

PRINCIPAL ACCOUNTABILITIES

1. Provide Academic and Operational leadership to the BSCTU teams. Promote and maintain high quality of CTU services in line with UK Clinical Research Collaboration CTU Network standards and competencies engendering a culture of continuous improvement.

2. Responsible for setting the standards of delivery in areas of responsibility and ensuring appropriate resources are available.

3. Set direction and vision for the CTU ensuring resulting policies are in alignment with strategic objectives, including maintenance of UKCRC CTU network registration.

4. Work in partnership with other internal and external stakeholders to ensure strategic alignment of service

5. Work with researchers and other departments in the development of grant applications where CTU collaboration is required.

6. Establish and maintain financial oversight of the CTU budget, including CTU supported studies. Develop and maintain a financially suitability model for the on-going development of the CTU.

KEY RESPONSIBILITIES

1. Departmental Leadership

1.1 Provide leadership across a number of teams, setting standards of service, targets and objectives

1.2 Ensure the appropriate allocation of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the department

1.3 Set departmental the direction and vision ensuring service and departmental culture are in strategic alignment with the institution.

1.4 Support the development of others in clinical trial development, providing leadership and coaching in area of expertise across the partnership

1.5 Foster an ethos of continuous improvement

2. Service Delivery

2.1 Working within overall university policy and procedure, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of departmental targets and objectives.

2.2 Development of departmental/functional strategic plans

2.3 Ensure effective service delivery within area of responsibility.

2.4 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex and conflicting information to inform decisions related to subject area

2.5 Identify critical issues when resolving problems particularly where there is complex or competing information and use university strategy and objectives to make decisions.

3. Strategy and Planning

3.1 Based on a broad and deep set of knowledge and experience, set strategic direction in areas of responsibility.

3.2 Shape policy development and provide guidance on strategic agenda

3.3 Ensure appropriate governance is in place for area of expertise.

3.4 Ensure the CTU strategy aligns with the strategic aims of the Health Research Partnership and play an active role in the development of future strategies of the CTU and HRP

4. Customers and Stakeholders

4.1 Proactively engage with internal and external stakeholders, colleagues or students to ensure the effective delivery of strategic objectives, initiate and develop relationships, providing analysis of data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

4.2 Persuade, influence and negotiate as appropriate to further the objectives of the University

5. Head of CTU Key Responsibilities

5.1 Represent the CTU at a national level within the UKCRC CTU Directors network

5.2 Play an active role in the development of the infrastructure and strategy to support clinical research and governance across the Health Research Partnership

5.3 Provide ongoing professional leadership and management in the design and implementation of legal and regulatory framework in relation to clinical trials to ensure they are robust, auditable and concur with best practice.

5.4 Work with Chief Investigator's to ensure the timely set up of CTU studies once grant funding has been awarded.

5.5 Undertake teaching and deliver presentations as required.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 8-10 staff
- Manage a budget to ensure continuity of grant income
- Responsible for the achievement of continued registration of the CTU within the UK Clinical Research Collaboration CTU Network
- The post holder reports to the Prof Martin Llewellyn but enjoys a defined level of autonomy and responsibility to enable the post holder to manage their own work and that of their reporting managers to achieve their agreed objectives. The role holder also supports the senior leadership team of their Division to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, working at a senior level in clinical research or clinical trial management.

2. Proficiency in a specialist area, with broad and deep knowledge and understanding of field and the relationship between different fields.

3. Highly effective leadership skills with the ability to motivate others to achieve.

4. Excellent oral and written communication skills with the ability to present concepts, vision and strategy in a way that can be understood the audience.

5. Well developed planning and organisational skills, including project management with the ability to delegate to team members.

6. Excellent interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships.

7. Well developed analytical skills with the ability to generate effective solutions from concepts and vision and make effective decisions to deliver vision

8. Effective IT skills on MS platform.

9. Extensive practical experience and knowledge of clinical trial design and delivery, ideally within an established Clinical Trials Unit.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Proven ability to manage and oversee complex research projects and experience in the administration and management of health services research and clinical trials, specifically in an academic environment.
2. Experience of facilitating applications for competitively awarded research grants and contracts from major funders
3. Evidence of working with networks and multi-professional groups within a higher-education setting and more widely e.g within the National Institute of Health Research, Local Clinical Research Network, or in partnership with other NHS colleagues.
4. Expert knowledge of clinical trial management and regulations
5. Experience of working within a registered UKCRC Clinical Trials Unit

DESIRABLE CRITERIA

6. Knowledge of the Higher Education sector.

7. Knowledge of NHS healthcare settings and regulations