Brighton and Sussex Medical School, Division of Medicine
Research Co-ordinator / Administrator Brighton and Sussex Clinical Trials Unit
Permanent, Full-time

Salary range: starting at £17,898 and rising to £20,046 per annum. It is normal to appoint at the first point of the salary scale.

Interview date: 22 March 2017

Expected start date: as soon as possible

An opportunity has arisen within the Brighton and Sussex Clinical Trials Unit for an administrator to join the team. You will be required to provide comprehensive and professional administration support to the CTU team in all aspects of study management. Excellent organisational skills with attention to detail are required along with knowledge of Microsoft Office packages (Access, Word, and Excel)

For further information please contact: bsctu@bsms.ac.uk

Closing date for applications: 13 March 2017

For full details and how to apply see:

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

We are committed to equality of opportunity

For Academic Teaching/Research posts: The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science and engineering at Sussex.
Division: Medicine
Section / Unit: Brighton and Sussex Clinical Trials Unit (BSCTU)
Location: BSMS, University of Brighton
Job Reference: 1712
Grade: 3
Responsible to: BSCTU Operational Manager

Purpose of the post:

The post holder will provide support to the BSCTU Operational Manager, Senior Trial and Trial Managers in all aspects of study management. They will have a role in the development, coordination and delivery of clinical studies which are being conducted by the BSCTU.

Key Responsibilities:

1. Assist BS CTU senior trial managers, trial managers and Chief Investigators with the drafting, design, formatting and preparation of trial documentation including protocol, participant information sheets.

2. Creating and managing systems to monitor study activity and resources locally and at sites, including facilities to track screening activity, enrolment etc.

3. Design and maintain study specific web pages, newsletters and trial branding material

4. Maintain and monitor financial records and projects costing payments

5. Organise the preparation of trial materials, including the preparation of investigator site files. This will include dispatching of study materials to collaborating sites.
Providing administrative support for the BSCTU to organise and support local meetings including preparation and circulation of relevant meeting materials, including taking and writing up of meeting minutes.

**Other responsibilities will include:**

- Assisting the trial manager in setting up study sites ensuring that all regulatory approvals are in place and trial materials are ready and available

- Assist in the tracking and maintaining of training logs using IT infrastructure systems, specifically for CTU Standard Operating Procedures.

- Establish effective communication pathways, databases and systems to ensure CTU activity is recorded and maintained.

- Create and maintain paper and electronic trial master files

- Supporting the study team with the preparation of reports.

- Assist the Trial Manager to provide support with submissions, amendments to ensure that trial documentation is communicated to sponsor, ethical and regulatory bodies and investigators in order to meet existing statutory and regulatory requirements.

- Establish effective communication pathways, databases and systems and ensure dissemination of study information with agreed timelines.

- Provide general administrative support to the CTU as directed which may include booking travel and accommodation for site visit/study meetings.

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 the level of responsibility entailed.
**Person specification**

Criteria can only be described as essential if the outcome required is absolutely dependent upon them. Consider reasonable adjustments and discount factors that unfairly discriminate on the grounds of race, age, religion or belief, gender, sexual orientation or disability.

### Skills and abilities

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Able to prioritise own daily workload and to use own initiative</td>
<td>x</td>
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<td>Ability to work to tight deadlines and remain calm under pressure</td>
<td>x</td>
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<tr>
<td>Experience in using databases for data entry/finding information</td>
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<tr>
<td>Fully conversant with Microsoft office (in particular MS word, MS Excel and MS outlook), web and databases</td>
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<td>Experience of website design and maintenance</td>
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### Knowledge

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<tr>
<td>Good knowledge of current regulatory and ethical frameworks defining study management activity</td>
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<td>Training in Good Clinical Practice</td>
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### Experience

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<th>Essential</th>
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<tr>
<td>Experience of working in the health service, research community or academia</td>
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<td>Previous experience in a busy office environment</td>
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<td>Financial management including monitoring of budgets</td>
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<td>Support of committees, taking and writing up of meeting notes and minutes</td>
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### Qualifications

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<tr>
<td>Educated to GCSE/NVQ2, or equivalent vocational experience</td>
<td>x</td>
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<td>Personal attributes and circumstances</td>
<td>Essential</td>
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<td>The ability to work effectively within a multi-disciplinary research team</td>
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<td>Good interpersonal and communication skills, verbal, listening and written, with internal and external stakeholders</td>
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<td>High attention to detail, accuracy and proof reading skills</td>
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<td>Flexible approach to assisting people, positive attitude and enthusiasm and ability to ensure a high quality of service to all those involved in BSCTU</td>
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<td>Willingness to work across Academic and NHS sites and to travel between sites</td>
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The criteria should be changed to reflect the job description and the number of criteria boxes can be increased or decreased.

**Senior leadership and management**

The Vice-Chancellor (Professor Michael Farthing) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

**The Medical School**

The School is an equal partnership between the Universities of Sussex and Brighton together with NHS staff throughout the South East Region. The arrangements for the School’s governance reflect this approach and students are awarded joint degrees of both Universities.

The School is fully committed to the principles of *Tomorrow’s Doctors*; it endorses the value of medical education in a multi-professional context, and promotes the highest possible standards in its three pivotal components of teaching, clinical practice, and research (both fundamental and applied).

There is an annual undergraduate intake of approximately 138 students. BSMS has proved exceptionally popular and in recent admissions rounds has continued to achieve one of the highest application rates of any UK medical school. Students spend their first two years primarily on the universities’ campuses at Falmer;
thereafter the focus shifts to the associated teaching hospitals in Brighton and the surrounding area. There are purpose-built teaching facilities in all areas.

The curriculum emphasises early clinical involvement, a broad range of experience and a firm foundation in basic science. Led by the Medical Education Unit, there is a wide range of teaching and learning approaches as appropriate for the particular circumstances; we are not committed to a single method of delivery. Feedback from the National Student Survey has demonstrated an exceptionally high level of student satisfaction, with BSMS being consistently in the top 3 performing schools in the country with scores of over 90%. The BSMS 5 year strategic plan (2009 – 14) placed growth in research capacity as the number one priority. We have made significant investments in research infrastructure, including a world-class Clinical Imaging Sciences Centre (CISC) housing a 1.5T MRI and a PET-CT scanner and a Clinical Investigation & Research Unit (CIRU) dedicated to patient orientated research and early clinical trials. There has been a rapid increase in postgraduate research students and research income has more than doubled over the last five years.

The Medical School has four major divisions: Clinical and Laboratory Investigation, Primary Care and Public Health Medicine, Clinical Medicine and Medical Education. The Division of Clinical and Laboratory Investigation is led by Professor Pietro Ghezzi, whose main research interests are in the field of experimental neurobiology and immunopathology. Within the Division other research interests focus on imaging the spread of cancer cells (Prof M Peters FMedSci), quantitative magnetic resonance imaging (Prof M Cercignani), Toll-like receptor signalling (Dr Sandra Sacre) and controlling mRNA stability in the regulation of gene expression (Dr S Newbury).

The Division of Primary Care and Public Health (Head: Prof Helen Smith) is responsible for the teaching of Clinical Practice, Population Medicine and General Practice. The Division has a large portfolio of health services research; its strength is the use of mixed method evaluation and pragmatic trial design in the areas of allergic disease, sexually transmitted disease, cancer and mental health; Prof J Cassell has a major interest in electronic health records.

The Division of Clinical Medicine, headed by Professor Kevin Davies, covers a wide range of disciplines including general internal medicine and a number of related specialties, including surgery, women’s health and anaesthesia and emergency medicine. The main academic departments in the Division are Cancer Medicine, Immunology (Prof F Kern), Infectious Diseases and Global Health (Prof M Newport), Paediatrics (Prof S Mukhopadhyay), SHORE-C (Sussex Health Outcomes Research and Education in Cancer) headed by Prof Lesley Fallowfield, Rheumatology (Prof K Davies), Ethics (Prof B Farsides), Psychiatry and Dementia (Prof H Critchley and Prof S Banerjee) and Neurology (Prof N Leigh).

The Division of Medical Education, headed by Professor Gordon Ferns provides teaching and learning in a wide range of subjects
relevant to health care. It has established an extensive systematic
programme of formal postgraduate academic awards relevant to the
needs of doctors at all levels, in primary care, secondary care,
mental health and public health. Areas of expertise include
cardiology, psychiatry, public health, health informatics and general
practice. It also supports doctors and other health professionals in
practice by responding to their educational and development needs
through targeted continuing education in a programme of non award-
bearing courses, conferences and seminars.

Administration. The Medical School’s Administration is led by Mr
Peter Pimblett-Dennis the Medical School Secretary. The School’s
60+ support staff offer support to a range of functions including
curriculum development and delivery, admissions, library and IT,
communications, student welfare, human resources, research and
finance.

The Universities

The Universities of Brighton and Sussex have formed a highly
effective and successful partnership that has resulted in the creation
of this first new medical school in the South East region outside of
London. Each institution has its own distinct culture and each is proud
of its history and achievements but they have a long and successful
history of collaboration.

Research and
teaching

Both universities are committed to excellence in teaching and
research.

Sussex is a progressive university delivering innovative thought and
action, with a worldwide reputation for excellence in research and
discovery. Its distinctive approach leads to the development of high
quality new research which crosses traditional boundaries, benefits
and enriches society, and influences policy at international, regional
and national levels. Sussex research has a positive impact on
people’s lives. In the Times Higher Education World University
Rankings 2014-15, Sussex was ranked 4th in the UK and 34th in the
world for research influence.

The results of the government-commissioned Research Excellence
Framework (REF) in 2014 show that over 75% of research activity at
Sussex is categorised as ‘world leading’ (4*, 28%) or ‘internationally
excellent’ (3*, 48%) in terms of originality, significance and rigour,
whilst 98% of research activity at Sussex is categorised as either
‘world-leading’, ‘internationally excellent’ or ‘internationally
recognised’.

The University of Brighton has a long and distinguished history of
applied research. This serves to sustain and nourish its mission to
help form professional and vocational careers. Ultimately, the
university aims to transform the lives and experiences of people and
their environments with research that matters. In the REF2014, 92%
of its research was judged to be world-leading or internationally
excellent in terms of the impact it makes, putting it in the top 25% for
the sector. 38% of the university’s work in the Health Sciences was
rated as world-leading.

BSMS made a major contribution to its host universities’ submissions in the most recent Research Excellence Framework (REF2014). The majority of BSMS staff who were submitted contributed to Psychology, Psychiatry and Neuroscience, and Biological Sciences at the University of Sussex, both ranked 10th, or the joint submission with the University of Brighton (Allied Health Professionals, Dentistry, Nursing and Pharmacy – ranked 27th). A smaller number of academics were submitted with Sociology and English at Sussex.

Brighton and Sussex University Hospitals (BSUH) is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. The Brighton campus includes the Royal Alexandra Children’s Hospital and the Sussex Eye Hospital, and the Haywards Heath campus includes the Hurstwood Park Regional Centre for Neurosciences.

In May 2014 the UK Government agreed the release of £420m to redevelop the Royal Sussex County Hospital site. The plans will see the site’s 19th century buildings replaced with new, modern facilities for the delivery of healthcare, for teaching and for research.

Revised June 2015 (EA-S)