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| Last updated: | 11/02/2022 |

**JOB DESCRIPTION**

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| Post title: | **Trial Administrator** | | |
| Academic Unit/Service: | Primary Care, Population Sciences and Medical Education (PPM) | | |
| Faculty: | Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 2b |
| \*ERE category: | n/a | | |
| Posts responsible to: | Trial Manager and Principal Investigator | | |
| Posts responsible for: | None | | |
| Post base: | Office-based (see job hazard analysis) | | |

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| Job purpose |
| To provide administrative support for the NIHR HTA funded ATTACK. To ensure the provision of comprehensive, effective and efficient administrative support to the Trial Manager and the Principal Investigator in Southampton. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To provide high quality and responsive support to the research team, including:   * The co-ordination of all logistical aspects of the study, including preparing study packs when required. * Arranging and assisting with meetings including sourcing suitable meeting rooms, liaising with GP surgeries, and co-investigators. * Preparing meeting agendas and taking minutes. * Providing advice and support to, or seeking information from, GP practices, staff patients, and co-investigators. * Data Entry. * Assisting with applications to the research sponsor, research ethics committees, R&D departments, and the HRA, if required. * Assisting with drafting/amending consent forms, participant invitation letters, information sheets, questionnaires, protocols and other documentation if required. * Setting up and maintaining administrative processes. * Filtering and dealing with internal and external enquiries by phone and email. | 50 % |
|  | To maintain confidential patient records and consolidate and summarise information securely. | 30 % |
|  | To make accurate and effective use of computerised office systems to create and revise documents, analyse data and communicate with colleagues, assisting with the preparation and publication of data, reports, performance metrics and other study information. | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 10 % |

| Internal and external relationships |
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| Other members of the department  External GPs, Consultants, Study co-investigators  External Agencies such as the Health Research Authority, NIHR Clinical Research Network, Research Ethics Committee, etc. |

| Special Requirements |
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| None |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Previous work experience within an administrative or secretarial support role in a health research environment.  Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages; including Microsoft Word, excel and Outlook.  Experience of data entry. | Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds.  RSA III word-processing, or equivalent level of skill or qualification.  Knowledge of clinical trial regulations, GCP and MHRA research governance standards | CV & Application Interview |
| Planning and organising | Able to effectively organise allocated work activities.  Experience of assisting the effective organisation of non-standard tasks and events.  Ability to work well with minimum supervision. |  | CV & Application Interview |
| Problem solving and initiative | Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.  Able to think ahead to anticipate problems and resolve issues. |  | CV &  Application Interview |
| Management and teamwork | Able to contribute to team efficiency through sharing information and constructively supporting others.  Ability to adapt well to change and service improvements. |  | CV &  Application Interview |
| Communicating and influencing | Able to seek and clarify detail.  Experience of providing advice on administrative procedures to colleagues and external customers.  Ability to produce clear, accurate and concise written documentation.  Experience of analysing data and presenting summary information clearly.  Able to demonstrate own duties to other colleagues as required. |  | Interview |
| Other skills and behaviours | None |  |  |
| Special requirements | None |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |