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| Last updated: | January 2025 |

**JOB DESCRIPTION**

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| Post title: | Clinical Research Fellow / SCTU CVLP Clinical Lead |
| Academic Unit/Service: | Southampton Clinical Trials Unit, School of Cancer Sciences |
| Faculty: | Medicine |
| Career Pathway: | Clinical |
| \*ERE category: | Research pathway | Level: | CADT |
| Posts responsible to: | Head of Early Diagnosis and Translational Group |
| Posts responsible for: | N/A |
| Post base: | Office-based/Non Office-based (see job hazard analysis) |

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| Job purpose |
| Primarily to support the Cancer Vaccine Launch Pad project, at all stages including development of new onward trials to incorporate for Southampton Clinical Trials Unit (SCTU). To undertake leadership, management and engagement activities relevant to the level of experience within SCTU. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | To support recruiting sites with set-up, recruitment and eligibility of adopted vaccine trials. Working closely with the Clinical Liaison team to develop patient pathways and implement mechanisms to ensure key timelines in the patient pathway are met. | 40 % |
|  | To support site opening. | 10 % |
|  | Preparation of study reports for presentation to sponsor, steering committees, industry partners and other stakeholders. | 10 % |
|  | Regularly disseminate findings by taking the lead in preparing publication materials for referred journals, presenting results at conferences, or exhibiting work at other appropriate events. | 10 % |
|  | Carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation, implementation of procedures. | 10 % |
|  | Collaborate with colleagues in other institutions. | 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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| Responsibility to the Main Supervisor. Responsibility for reporting and liaison to Chief Investigators of clinical trials within the SCTU portfolio. Coordination of the development and implementation of clinical trials within the Cancer Vaccine Launch Pad project with all members of the SCTU team.Collaborators and colleagues in other work areas, including within University Hospital Southampton. |

| Special Requirements |
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| To hold an appropriate complementary clinical position if required and maintain appropriate registration (GMC) to work as a middle grade doctor.Up to date Good Clinical Practice training (which will be provided if required).A DBS check may be required. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Medical DegreeCompleted General Professional TrainingClinical knowledge of cancer management | Knowledge of clinical trials methodologyKnowledge of cancer biology Understanding of audit |  |
| Planning and organising | Able to organise own research activities to deadline and quality standards | Ability to organise a range of high quality research activities to deadline and quality standards, ensuring plans complement broader research strategy |  |
| Problem solving and initiative | Able to identify broad trends to assess deep-rooted and complex issuesAble to apply originality in modifying existing approaches to solve problems |  |  |
| Management and teamwork | Able to work well in a multidisciplinary team.Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  |  |
| Communicating and influencing | Excellent interpersonal skills and ability to achieve good rapport with colleaguesAble to persuade and influence at all levels in order to foster and maintain relationshipsAble to resolve tensions/difficulties as they arise Able to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems |  |  |
| Other skills and behaviours | Computer LiterateA desire to achieve excellence in clinical researchCompliance with relevant Health & Safety issuesPositive attitude to colleagues and students | Plans to pursue a subsequent career involving clinical research interests |  |
| Special requirements | Fluency in written and spoken English |  |  |

**JOB HAZARD ANALYSIS**

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

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| [x]  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  |  |  |  |