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| Last updated: | March 2025 |

**JOB DESCRIPTION**

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| Post title: | Clinical Research Fellow for Cancer Trials |
| Academic Unit/Service: | Southampton Clinical Trials Unit, School of Cancer Sciences |
| Faculty: | Faculty of Medicine |
| Career Pathway: | Clinical |
| \*ERE category: | Research pathway | Level: | CADT (Clinical Academic Doctors/ Dentist in Training) |
| 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 development of clinical trials, at all stages from concept to close out, including but not limited to cancer, 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 coordinate clinical trial concept development including, but not limited to methodological design, translational endpoints, recruitment feasibility and liaison with the national clinical trials community | 20 % |
|  | To develop, with appropriate supervision, grant applications for new SCTU clinical trials to external funders | 20 % |
|  | To draft and develop clinical trial protocols, and other required documentation, for implementation into the SCTU portfolio | 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 % |
|  | To assist in the running of clinical trials in the SCTU portfolio including participation in Trial Management Groups | 10 % |
|  | To interact with the Southampton Experimental Cancer Medicine Centre, and other relevant groups as required, to develop translational endpoints for SCTU clinical trials | 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. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| 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 SCTU portfolio with all members of the SCTU team.
* Collaborators and colleagues in other work areas, including within University Hospital Southampton.
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| Special Requirements |
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| Up to date Good Clinical Practice training (which will be provided if required).*Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of* ***Senior Research Assistant*** *will be given.* |

**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  |  |  |  |