

Clinical Trial Manager (Band 7)

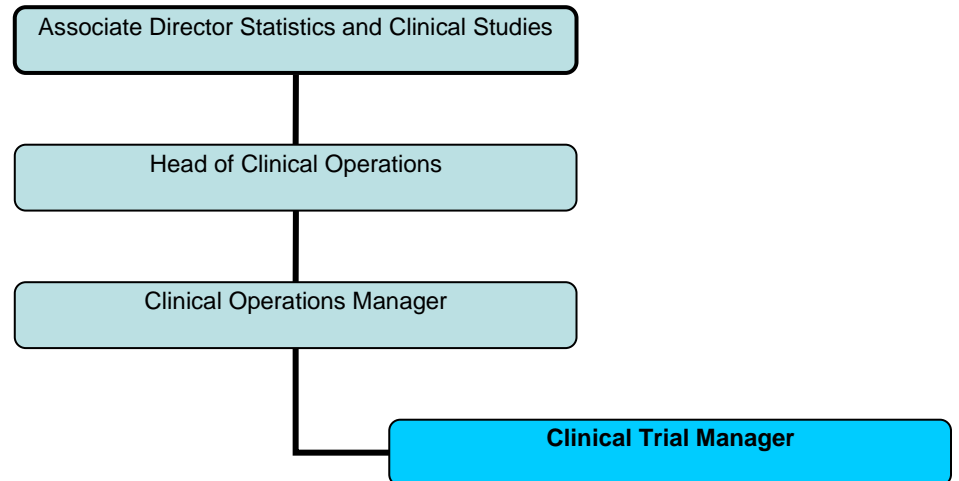
Recruitment Profile - This is a summary of the Job Description and Person Specification

About the Role

The clinical trial manager will be responsible for:

- The overall management of one or more clinical trials, working with the Chief Investigator (CI) and the Clinical Operations Manager (COM) as part of a multi-disciplinary research team.
- Co-ordinating the design, implementation and management of the clinical trial(s) across multiple participating hospital sites, ensuring timely data collection and Good Clinical Practice (GCP) compliance, and undertaking regular clinical monitoring site visits.
- The maintenance of Trial Master File(s) and study documentation
- Obtaining all relevant ethical and regulatory approvals
- Facilitating meetings of trial committees and responsible for ensuring relevant and timely updates for project stakeholders.
- Providing supervision of more junior members of Clinical Operations staff, as required
- You will be required to travel and spend time away from base, which will involve working irregular hours and overnight stays when required, with prior notice

Organisation Structure



About Us

Our **Core Purpose** is to save and improve lives while demonstrating our values every step of the way

Our **ambition** is to be the best organisation of our type in the world by living our **values** every day

Our **Core Values** are: **Caring** about our donors, their families, our staff and the patients we serve; Being **Expert** in meeting the needs of our external and internal customers and partners; Providing **Quality** products, services and experiences for donors, staff and patients

About You - This section details the personal attributes we require for this role. You will need to demonstrate these throughout the recruitment process.

Behaviours and Values

- **Communicating** – Friendly and approachable, able to relate to staff, donors and patients from all backgrounds, promoting NHSBT positively
- **Collaborating** – Know the importance of your own behaviour and body language when communicating and working with others
- **Leading** – Professional in matters of confidentiality, security, integrity, honesty, performance, attendance and appearance
- **Customer focused** – Demonstrate and promote high standards of quality customer care to both internal and external customers
- **Performing** – Able to use and act on feedback from others on your performance and behaviour to increase your own self awareness
- **Innovating** – Consider, suggest and be open to alternative ways of working to make continuous improvements

Skills and Abilities

- Communicate succinctly, clearly and accurately in plain simple language, both verbally and in writing including reports and presentation to multidisciplinary team
- Be an effective team member who is able to relate to colleagues at all levels across our large multi-site organisation with tact and diplomacy
- Recognise your own job role boundaries / limits of practice and know when to ask for guidance
- Follow written instructions and ensure the services you provide are in line with standard processes and good practice, showing attention to detail
- Prioritise own workload and take responsibility for delivering results within agreed timescales and standards with changing priorities and pressures
- Use initiative to look out for issues at work, acting quickly and calmly to focus on finding a solution

Experience and Knowledge

- Experience of research project co-ordination in a clinical / epidemiology / public health research setting and understanding of clinical trials methodology
- Knowledge of NHS research governance and International Conference on Harmonisation – Good Clinical Practice (ICH-GCP) and other relevant guidelines and regulations governing conduct of clinical trials in UK and internationally
- In depth Understanding of relevant UK legislation e.g. General Data Protection Regulations, Freedom of information, knowledge of ethical issues, and experience of preparation of ethical submissions
- Experience of working with information technology using Microsoft Office packages (Word, Excel and PowerPoint), databases or equivalent Systems
- Knowledge and experience of regulations and the regulatory bodies governing clinical trials, particularly of ATMPs, IMPs, Medical Devices,

Qualifications and Training

- Honours degree in a relevant science / healthcare related subject (including nursing)
- Post-graduate qualification in a relevant subject e.g. MSc or equivalent body of highly developed specialist knowledge gained through formal training and extensive work experience in clinical trials
- Demonstrates commitment to own continued professional development (CPD)
- Possession of a valid driving licence, allowing you to drive in the UK would be desirable

tissues and radioactive products.