

Example 16

Senior Trial Manager

Job purpose

The role holder is responsible for the provision of clinical trial management knowledge and expertise to develop and deliver a customer-focused, cost-effective service that supports the strategic direction and development of the CTU and the wider University's agenda. The Senior Trial Manager will work alongside the CTU Director and senior colleagues in the day-to-day management of the CTU, the management of a portfolio of high-quality trials and promotion of the Unit to potential Chief Investigators. Central to the role is the provision of advice on the design and operational management of trials to ensure studies are delivered efficiently and managed in line with sponsor, regulatory and research governance requirements. The Senior Trial Manager will directly manage one or more Trial Managers and other CTU staff as appropriate. The role holder will facilitate cross-faculty and cross-institutional research collaborations, working with methodologists and Chief Investigators from the University, other universities and NHS Trusts both locally and nationally.

Main responsibilities

- Leads and motivates a multi-disciplinary team, including recruitment and effective line management of trial managers and other CTU staff, providing mentorship and coaching as appropriate
- Leads and directs the operational workflow of the multi-disciplinary team in the day-to-day conduct of a portfolio of clinical trials, ensuring agreed targets and standards are consistently met and trials are appropriately conducted
- Manages priorities and take responsibility for workload planning of trial management activities and associated projects, allocating resources and delegating tasks effectively to ensure coverage of trials at all times, for a portfolio of selected trials
- Works in partnership with the Director, other members of the CTU team, NHS and University colleagues to develop high-quality grant applications, including contributing to the design, resource and logistical requirements and costings, for randomised controlled trials and other well-designed research studies
- Oversees the management and monitoring of a portfolio of selected trials, including contributing to the development of protocols and other essential documents, liaising with research teams, monitoring general progress, monitoring budgets and identifying and addressing significant problems with trial conduct
- Promotes the academic profile of the CTU by assisting in preparing high-quality manuscripts, abstracts and posters for publication in peer-reviewed journals or at scientific meetings
- Engages in research projects contributing to the strategic development of the CTU
- Collaborates with the Director and other senior CTU staff to create, implement and evaluate systems for adoption and conduct of studies, including capacity planning
- Develops CTU processes, procedures and policies that support strategic business needs, maintain legal compliance and deliver on the commitment to continuous improvement

- Utilises specialist knowledge to review and monitor CTU processes, procedures and associated documentation, implementing or making recommendations for change as appropriate
- Works with the CTU Quality Assurance Manager in the development and regular review of quality management systems
- Participates in continuing professional development as appropriate; keeps up-to-date with current regulatory frameworks and legislation and developments in the design and conduct of clinical trials, disseminating new knowledge and providing training to other staff as required
- Promotes and maintains good working relationships and effective, regular communication with colleagues and collaborators both locally and nationally in order to attract new business and funds and facilitate the smooth running of CTU
- Represents the CTU at local/national meetings and at relevant meetings with NHS Trusts, local research networks, sponsor organisations or other agencies
- Leads and manages the delivery and continuous development of an effective and flexible service, in a way that reflects the University's values-based behaviours for leaders, informing and implementing appropriate strategic initiatives to ensure the efficient operation of the CTU
- Researches, interprets and analyses complex data, reports on key findings and advises on appropriate actions ensuring appropriate dissemination of specialist knowledge
- Co-ordinates and contributes to complex meetings, visits, conferences, committees and facilitates knowledge exchange, through preparation of reports and presentations and taking subsequent actions forward to delivery
- Creates relationships and networks with future collaborators/customers, partners and stakeholders, providing clinical trial management information influencing decisions and creative solutions
- Networks, collaborates and influences colleagues and peers inside and outside the University and achieves joint projects and objectives
- Provides excellent customer service, making independent decisions and providing detailed specialist advice and guidance within an unpredictable environment to enable appropriate solutions
- Provides guidance and feedback to internal and external customers, partners and stakeholders on designated specialist activities, policies and procedures
- Informs and facilitates cross-functional decisions with impact across the University, providing guidance and training on trial management activities and associated policies and procedures, to enable the successful delivery and development of the service