

Example 17

Senior Trial Manager

Job purpose

To support the development and delivery of the Unit's portfolio of high quality clinical trials. A significant responsibility of the post is to lead a team of trial managers, coordinators and administrators responsible for the delivery of a portfolio of clinical trial projects. You will oversee the management of their trial portfolio from conception to completion, requiring extensive experience of trial design and trial management, of multidisciplinary working on clinical trials, and of delivering research excellence within trials. You will be expected to work within the multidisciplinary CTU project development team that supports chief investigators in developing their trial protocol and preparing high quality grant applications, by providing specialist trial management advice. You will be expected to work closely with other members of the Unit's Operations Team to provide effective oversight of CTU operational management, ensuring effective, high quality and timely project delivery. This will include contributing to publication of the trial protocol and results. Over time, you will be expected to develop a portfolio of trial methodology-related research.

Main responsibilities

- Contributing to developing the CTU portfolio of high quality research, by working within the CTU multidisciplinary team supporting chief investigators to prepare high quality grant applications, for example to the NIHR boards, MRC and charities
- Working closely with other members of the Unit's Operations Team to provide effective oversight of CTU operational management, including developing and implementing standardised 'fit for purpose' processes for high quality trial conduct
- Maintaining research excellence by providing high quality project management and trial management expertise to a specific programme of trials within the CTU portfolio. This will include leading a team of trial management staff responsible for the administration of a portfolio clinical trial projects, ensuring high quality compliance with appropriate regulatory and governance requirements
- For a specific programme of trials: taking a leadership role in ensuring prompt publication of the protocol; and contributing to the writing of the results papers, with timely submission to a peer reviewed journal.
- Developing specific expertise in clinical topic areas and/or types of trial design relevant to the CTU portfolio of work
- Providing project management and trial management expertise to trials which are supported by CTU, but are primarily co-ordinated from outside the unit
- Contributing to developing an CTU programme of methodological research in trial design and conduct
- Helping ensure CTU remains up to date with developments in the methodology of clinical trials, by attending relevant conferences and training, and by providing training within CTU
- Working with other members of the Operations Team to ensure CTU is up to date with research regulations and governance.

- Workload planning, monitoring capacity and allocation of projects against measurable metrics
- Direct line management of trial managers within their team, and providing support to trial managers with line management responsibility for trial coordinators and administrators. Providing induction training, mentoring and personal development and performance reviews for Trial Managers
- Ensuring that CTU trials are delivered within target timescale and budget
- Ensuring that the CTU programme of work complies with the appropriate requirements of research governance and regulation
- Managing recruitment of new trial project staff including drafting job descriptions, short-listing, and interviewing. Managing the offer and acceptance process, liaising with HR as appropriate
- Working with the Senior Data Manager to developing effective systems for monitoring CTU trial-specific activity, and data quality
- Liaise with appropriate groups/staff both within the University and local organisations on project management issues.