

1. JOB IDENTIFICATION

Job Title: Research & Development Administrative Assistant (R&D Assistant)

Department(s): Research and development support unit (RDSU)

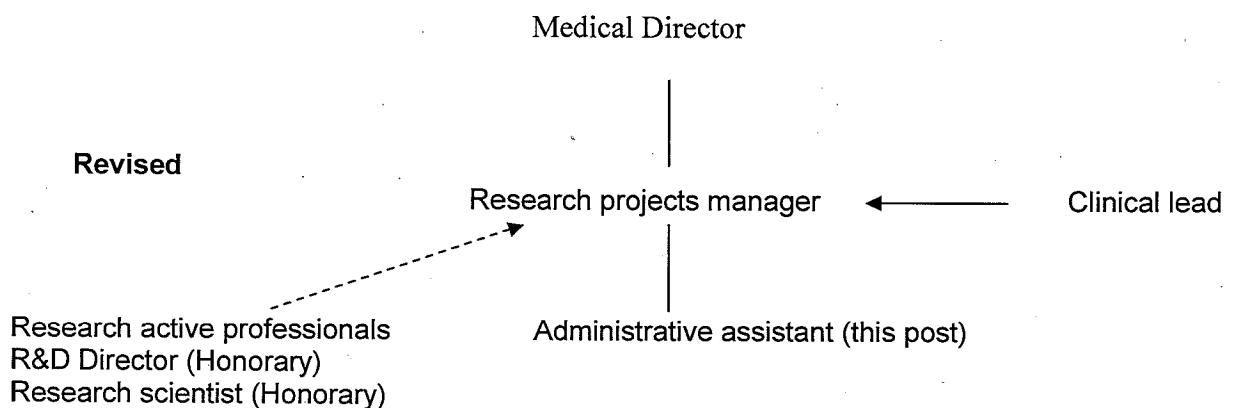
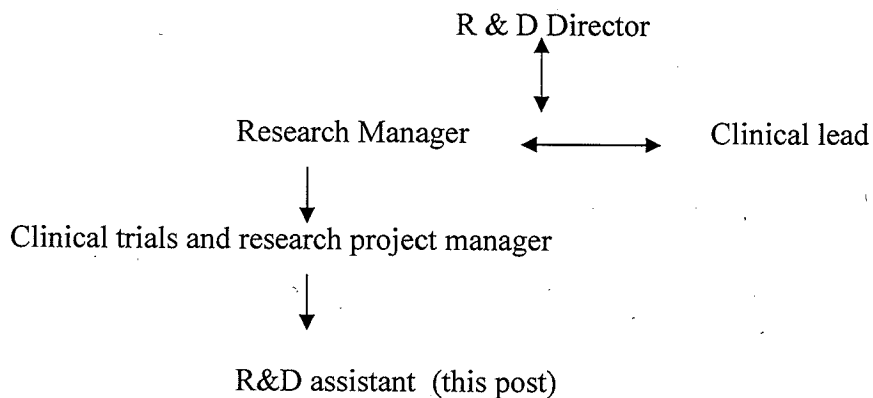
Job Holder Reference: ADMIN002R&D.15

No of Job Holders: 1

2. JOB PURPOSE

To support the RDSU staff within NHS Dumfries and Galloway to develop, promote and manage the R&D Strategy and activities. The post holder will provide operational and management of any administrative tasks as required by the department. The post holder will also provide administrative and data management of projects that are supported by NHS Dumfries and Galloway.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The R&D assistant is a member of the RDSU team and is required to work within a complex and dynamic formally research governed department.

5. ROLE OF DEPARTMENT

The RSU provides a service to facilitate and co-ordinate research activities to underpin research governance in order to deliver high quality and effective research opportunities for patients and staff within the Health Board and with our associated collaborators and partners. The department supports researchers and partners throughout the research process with a range of services designed to ensure rapid project approval and set-up, effective governance and proactive research project management from project design through management approval. The R&D office maintains a register of all research undertaken in the organisation, whether this be Multi-Centre, Single Centre or Patient Identifying Centre (PIC). Research Standard Operating Procedures (SOPS), contact details, staff publications and R&D processes are also available for perusal.

The department has a solid integrated governance base. R&D staff is trained and undertake a programme of development in order to keep abreast of changing needs. The Health Board is supportive of both the Research strategy and operational plan.

6. MAIN DUTIES/RESPONSIBILITIES

- Prioritise work effectively to meet deadlines.
- Undertake audio/written work accurately.
- Draft routine correspondence.
- Produce letters, documents and reports.
- Produce agendas and collate papers for meetings as required.
- Organise meetings ensuring effective arrangements are in place.
- Photocopying/faxing/word processing/scanning.
- Open, record and distribute incoming mail and action as appropriate.
- Attend meetings to take minutes, as required.
- Liaise with both internal and external agencies.
- Record monthly hours/ annual leave and sickness on SSTS for RDSU staff.
- Request and return all records and relevant paperwork to and from Chief Scientist Office, NHS Research Scotland and research networks.
- Responsible for maintaining accurate data entry on Scottish Research database (SREDA), and Research and Development databases.
- Responsible for running reports from SReda and reconciling recruitment figures from the UK Central Management Portfolio Systems
- Request and order case notes as required by investigators
- Check deliveries.
- Responsible for maintain filing system of individual research project files and final reports.
- Responsible for maintaining and updating R&D Standard Operating procedures, policy

and procedure documents.

- Responsible for issuing protocols, ethics and Research and Development documents to R & D Team for Management Approval.
- Provide secretarial duties relating to research for R&D Director, R&D Manager, Clinical lead and Clinical Trials and Project Manager.
- Deal with day to day general enquiries.
- Shred and disposal of all confidential waste.
- Provide primary point of contact within the Research Office, ensuring high standard of response to enquiries, and provide a comprehensive administrative service to the RDSU team as required.
- Undertake specific tasks on behalf of the RDSU team and act when appropriate using own initiative.
- Facilitate RDSU involvement with national research participation register (SHARE)

- Responsible for maintaining and updating the R&D Intranet Site.
- Responsible for developing own knowledge, understanding of research by attendance at courses/training and study meetings and by further identifying appropriate development needs.
- The post holder contributes to the work of the Research and Development Support Unit (RDSU) by understanding the administration of projects under the direction of Clinical Trials and Research Projects Manager
- Responsible for planning and co-ordinating the operating policies and procedures associated with the daily business of the department
- Work within the Research & Development team to develop and implement the departmental research strategy.
- Responsible for maintaining SReda (research database) and collating figures for reports for submission to Chief Scientist's Office.
- Responsible for accurate and detailed data management returns for the numerous clinical trials / research projects undertaken by NHS Dumfries and Galloway.

7.SYSTEMS AND EQUIPMENT

- Windows operating software PC based packages (Excel, Word., power point, Access, Publisher)
- NHS Mail.
- Internet and intranet
- National project database - SREDA
- National recruitment database - UKCRN portfolio
- Manage and update commercial companies' (pharmaceutical), NHS and Universities electronic and paper case note recording forms such as: INFORM, IATA and MEDIDATA
- TOPAS

- Sci Sore
- SSTS
- PECOS
- Archiving database – RSS
- Research finance system including NRS Finance systems
- PC
- Printer.
- Photocopier.
- Fax Machine.
- Shredder.
- Telephone.
- Laminator

8. DECISIONS AND JUDGEMENTS

- Using judgement to deal with any occasion arising from staff, clients, attached staff, outside agencies etc.
- Using judgement to deal with inaccuracies in pieces of work allocated.
- Make judgements regarding urgent responses to situations, which may arise.
- Discretion to change appointments, venues etc.
- Make judgements involving a range of situations related to specific R & D operational and organisational issues, which require analysis or comparison of a range of options and circumstances, affecting research within NHS D&G.
- Decisions will be made autonomously on a daily basis, with occasional reference to research and development manager/lead where necessary.
- Decisions and judgements regarding development and implementation of various research initiatives arising from national or local need
- Objectives will be developed jointly between the post holder and line manager on an annual basis and be reviewed by the post holder's line manager at appraisal.
- Manage own workload and take responsibility for ensuring appropriate action is taken in line with current Research regulations and legislation.

9. COMMUNICATIONS AND RELATIONSHIPS

- Wide ranging internal/external communications on professional and operational issues including research governance.
- Manages Research Projects in the developmental stages, taking into account ongoing Governance changes.

Internal:

- Personnel at all levels within NHS Dumfries and Galloway Health Board.
- Internal and External Auditors and monitors
- Colleagues in Research and Development

External:

- External statutory and voluntary organisations including Ethics and Charitable Funders
- Chief Scientist Office
- Research and Development departments of other Health Boards and Trusts on the day-to-day business of the department.
- Participation in professional meetings/conferences related to the research activities and associated reporting/governance.
- NHS Research Scotland (NRS) Central Management Team

Local:

- Finance and General Manager Facilities and Clinical Services,
- Principal/chief investigator(s) and/or their teams.

10. PHYSICAL DEMANDS OF THE JOB

- Speed and accuracy of reporting to deadlines.
- Extended periods of concentration in particular interpreting complex data sets prior to transferring of research data / documents.
- Maintaining precise and accurate records.
- Long periods of sitting at PC.
- Manual handling skills (lifting of stores, casenotes, stationery e.g. paper/parcels delivered.
- Balancing the competing demands associated with managing resources and data collection to timelines.
- There is a requirement for speed and accuracy in dealing with commercial partners and the Chief Scientist Office, both of which have penalties affecting contracts and budgets.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Prioritising tasks as required.
- Ability to work on own initiative.
- Ensuring tasks are completed within timescales.
- Maintaining quality of service within existing resources
- Maintaining records and meeting targets set by external partners
- Balancing the local resources with targeted growth in research activity.

12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Have Research/Project management experience including awareness and training in ICH GCP Guidelines, EU Clinical Trials Directive and Research Governance Framework.
- Knowledge, experience and management of bespoke databases eg ACCESS, SReda. National Portfolio.
- Have research experience demonstrating the appropriate competencies and skills for managing daily activities and the data associated with a research department.
- Have well developed listening and interpersonal skills.
- The post holder will be required to demonstrate excellent team working skills with ability to work using own initiative as well as autonomously.
- The post holder will be required to have time management skills/ability to prioritise workload.
- Be computer literate with excellent IT skills
- Have basic statistical and analytical skills as well as numeracy and problem solving skills
- Previous administration experience
- English minimum Standard Grade or equivalent.
- Ability to take accurate notes of meetings.
- Ability to communicate effectively.
- Problem solving skills.
- SVQ level 3 in administration or equivalent experience
- Knowledge and experience of research methodology
- The ability to maintain the confidentiality and accuracy of data held on databases
- Good administrator/organiser.
- Ability to work autonomously.
- Have excellent interpersonal and communication skills
- Have well developed IT skills

13. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

PERSON SPECIFICATION

Research & Development Administrative Assistant

Research and development support unit DGRI

ESSENTIAL	DESIRABLE
QUALIFICATIONS SVQ Level 3 or equivalent	Good Clinical Practice (GCP) Certificate
SKILLS Good keyboard skills Excellent communication/organisational skills Excellent telephone manner	
EXPERIENCE Managing own work in previous employment or field to acceptable report level	
KNOWLEDGE Knowledge of Microsoft Office software or equivalent Knowledge of bespoke IT databases eg: ACCESS, SReDa, UKCRN National Portfolio	Knowledge of NHS Systems (SCI Store, TOPAS, PECOS, SSTS) Demonstrated interest in health related field/research Research document management Knowledge of Research Processes and Research Governance Framework Knowledge of Institute of Clinical Research Knowledge of NHS policies and procedures
PERSONAL CHARACTERISTICS Ability to work autonomously as well as work as part of a team Flexible Enthusiastic and committed Pays attention to detail Ability to prioritise and work to tight deadlines	