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**Clinical Research Governance Officer**

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| Criteria | Essential / Desirable | Application Form/ Supporting Statements/ Interview |
| Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles. | Essential | Application Form |
| Recent ICH GCP training | Essential | Application Form / Interview |
| Experience of working in a clinical research/healthcare environment | Essential | Supporting Statements/Interview |
| Knowledge and understanding of relevant legislation including, EU Clinical Trials Directive, Human Tissue Act, Good Clinical Practice (GCP), Data Protection Act and any other legislation which could influence and affect the conduct of research | Essential | Supporting Statements/Interview |
| Substantial experience of designing and successful implementation of processes to enable institutional sponsorship of clinical trials and studies | Essential | Supporting statement / Interview |
| Ability to negotiate at all levels, acting in a tactful and confident manner to achieve the desired results | Essential | Interview |
| Knowledge of the requirements of clinical trials during their life-cycle from set-up to close out | Essential | Supporting Statements/Interview |
| Excellent interpersonal, professional and motivational skills with the ability to work autonomously and build effective working relationships with internal and external stakeholders | Essential | Interview |
| Experience of working in Higher Education | Desirable | Application Form / Interview |
| A thorough understanding of trial design and trial methodology | Desirable | Supporting Statements/Interview |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicant are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.