

**JOB DESCRIPTION**

**Vacancy Ref: 1108-24**

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| **Job Title:** Trial Manager | **Grade:** 7 |
| **Department/College:** Division of Health Research (Spectrum Centre for Mental Health Research) | |
| **Directly responsible to:** Professor Steven Jones | |
| **Supervisory responsibility for:** Research Associate/IT support/Administrator | |
| **Other contacts** | |
| **Internal**:  Members of staff from Spectrum Centre, Division of Health Research, Faculty and University. | |
| **External:**  Senior academics and clinicians at other Universities and partner organisations including Bipolar UK. PPI representatives, service users, relatives and NHS staff. NHS England/NHSx | |

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| **Major Duties:**   1. Recruitment, retention, training, appraisal and supervision of IBPI trial team members. 2. Establishment of procedures to ensure adherence to trial protocols and administrative requirements. 3. Coordinate updating of IBPI intervention by research and digital design team in partnership with PPI stakeholders 4. Ensuring the timely recruitment of trial participants with secure randomisation processes and subsequent efficient and effective data management. This will include proactive liaison with the Clinical Trials Unit, NHS Trusts and Third Sector. 5. Monitoring the trial progress to ensure compliance with and adherence to the project plan and to identify, evaluate and rectify problems. 6. Management of the trial budget(s) and maintenance of the accounts. 7. Act as the point of contact for all external and internal agencies. 8. Coordinate the preparation and publication of data, reports and information, ensuring that these meet legislative, contractual and ethical requirements. 9. Understand the requirements of the various controlling bodies, agencies and frameworks, in particular NHS Research Governance Framework for Health & Social Care and HTA guiding the project in conforming to those requirements and co-ordinating any necessary audit processes. 10. Liaison with the Trials Steering Committee and Data Monitoring and Ethics Committee with a particular view on compliance with Research Governance, Good Clinical Practice, Data Protection and Ethical Requirements. 11. Provision of regular and ad hoc information, both written and verbal, to all the trial participants, funders and sponsors, to include social media strategy, web-newsletter, updates, and guidance. 12. Work with the Chief Investigator to ensure that the trial is meeting its targets, is producing meaningful output and to predict and plan any changes that warrant requests to changes in protocol, funding or time. 13. Ensure the inclusion of PPI representatives in the oversight of the trial as well as in the development of the updated intervention. 14. Planning and supporting the meetings and work of the various groups and bodies associated with the trial. 15. Creation and maintenance of all trial files, including the trial master file, and oversight of site files. 16. Assurance that personal and confidential information is restricted to those entitled to know. 17. Undertake any other duties as required by the Head of Division or nominated representative. |