**Trial Manager**

**IBPI Trial**

**Vacancy ref: 1108-24**

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| Criteria | Essential / Desirable  GRADE 7 | Application Form/ Supporting Statements/ Interview\* |
| BSc (Hons) in Psychology or related discipline (e.g. social sciences) or equivalent experience | Essential | Supporting Statements/Interview |
| A thorough working understanding of research in a clinical and academic setting | Essential | Supporting Statements/Interview |
| Experience of working with a wide range of research partners (for instance Universities, NHS, local authorities and third sector organisations) developing and maintaining excellent working relationships with staff at all levels of the organisation, including senior management. | Essential | Supporting Statement/Interview |
| Experience of trial design and trial methodology, including evidence of successful development and implementation of recruitment and retention strategies | Essential | Supporting Statements/Interview |
| Experience and knowledge of legislative, contractual and ethical requirements for the management and co-ordination of trials | Essential | Supporting Statements/Interview |
| Ability to manage trial sites, trial documentation, data collection and analysis appropriately | Essential | Supporting Statements/Interview |
| Evidence of problem solving skills and organizational skills with a proven ability to prioritise work and successfully initiate, manage and complete projects | Essential | Supporting Statements/Interview |
| Full IT and digital literacy including Microsoft Office. Ability to produce presentations, analyse data, write reports and develop content for website | Essential | Supporting Statement |
| Willingness to travel to nationally as needed for recruitment and liaison for trial | Essential | Interview |
| Ability to work day-to-day with minimal guidance, organising own workload, to deadlines including anticipating future workloads and developing efficient approaches to delivery | Essential | Application Form/Interview |
| Educated to master’s level in a health related subject | Desirable | Application Form |
| Research experience in mental health, including bipolar and/or parenting approaches and/or digital research | Desirable | Supporting statement/Interview |
| Experience of working with NHS and third sector including engaging with staff, service users and relatives | Desirable | Supporting statement / Interview |
| Experience of writing for technical reports, conference presentations or peer reviewed publications for a variety of audiences | Desirable | Application Form/Interview |
| Experience of budget management | Desirable | Application Form |

1. **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.
2. **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.
3. **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.