

PERSON SPECIFICATION
Clinical Research Support Officer
Vacancy Ref: A2520

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	Desirable	Application form
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 support clinical trial co-ordination	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	supporting statement / Interview
A PhD or equivalent experience	Desirable	Application Form
Experience of working in Higher Education	Desirable	Supporting Statements/Interview
A thorough understanding of trial design and trial methodology	Desirable	Supporting Statements/Interview

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- **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.