

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF BIOLOGY, MEDICINE & HEALTH
SCHOOL OF BIOLOGICAL SCIENCES

DIVISION OF DIVISION OF MUSCULOSKELETAL AND DERMATOLOGICAL SCIENCE

STUDY CO-ORDINATOR

VACANCY REF: BMH-023039

Salary: Grade 5 £30,487-£34,980 per annum (pro-rata), depending on relevant experience

Hours: 0.5FTE (17.5 hours per week)

Duration: Fixed Term For 60 Months

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

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Introduction to the University of Manchester and the Faculty of Biology, Medicine and Health

The University of Manchester is the largest single-site university in the UK with around 38,000 students and more than 11,000 staff. We aim to become one of the top 25 research universities in the world and are committed to delivering an outstanding teaching and learning experience; contributing to the social and economic success of local, national and international communities; producing the highest calibre graduates; and developing our staff to be amongst the very best of their peers.

To achieve our ambitious goals we aim to attract and retain the very best people to work across a range of academic disciplines and support functions.

The Faculty of Biology, Medicine and Health

The integrated structure of our faculty enables a truly translational approach to biology, medicine and health - from pure discovery science through to clinical application and patient care. It also encourages collaborative working, enabling staff to deliver innovative, world-leading research that has a very real and positive impact on people's lives, as well as high-quality education and training to over 11,000 undergraduate and postgraduate students.

Our Strategic Partnerships

The faculty has established a number of key strategic partnerships that underpin its ambitions to develop ground-breaking research.

Working alongside six local NHS Trusts, the Faculty is a key member of the <https://mft.nhs.uk/withington/research/manchester-academic-health-science-centre-mahsc/> - a federation of equal partners that unites leading healthcare providers with world-class academics and researchers. It aims to be a global centre for the delivery of applied health research and education and provide leadership for our local and regional health systems.

We also play a leading role in <https://healthinnovationmanchester.com/>, which was launched in September 2015, as part of the UK Government's decision to devolve health and social care responsibilities to Greater Manchester. HInM offers a unique opportunity to bring together health and social care, academic and life science related business resources across the region to deliver an innovative health ecosystem that can help accelerate innovation into our local health and social care systems, enhance our global scientific standing and act as a magnet for inward investment.

Key partnerships in the charitable sector include Cancer Research UK; Diabetes UK; and the Wellcome Trust; and the faculty also has research and funding links to a number of commercial organisations including Unilever, AstraZeneca, GlaxoSmithKline and Boots, who help us to bring new drugs and products to the market.

Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive <https://www.staffnet.manchester.ac.uk/people-and-od/benefit/> with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to <http://www.manchester.ac.uk/connect/jobs/equality-diversity/awards/> for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, <http://www.manchester.ac.uk/study/experience/student-life/city/>, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful <http://www.staffnet.manchester.ac.uk/employment/joining-the-university/international-staff/> travel to the UK, accommodation and a number of other practical considerations.

Manchester Biomedical Research Centre (BRC)

The National Institute of Health and Care Research (NIHR) funds Biomedical Research Centres (BRCs) as experimental medicine centres of excellence via competitive application every five years. Manchester Biomedical Research Centre (BRC) has recently been renewed over five years to provide experimental medicine infrastructure funding across Greater Manchester, Lancashire and South Cumbria.

Contracted by the NIHR, Manchester University NHS Foundation Trust (MFT) host the BRC in partnership with the University of Manchester and also with The Christie NHS Foundation Trust, Northern Care Alliance NHS Foundation Trust, Greater Manchester Mental Health NHS Foundation Trust, Blackpool Teaching Hospitals NHS Foundation Trust and Lancashire Teaching Hospitals NHS Foundation Trust. Manchester BRC drives forward experimental medicine across a range of research themes which are grouped into four clusters: Inflammation, Cancer, High Burden Under Researched Conditions and Disease Complexity as areas where the region has demonstrable strength and which will work collaboratively to improve patient outcomes and embed, build and accelerate personalised health and care for all.

Overall Purpose of the Job

The Medical Research Council-British Heart Foundation (MRC-BHF) funded 'CARDIO-IMID UK partnership' is a new and ambitious initiative that aims to bring together experts and researchers across cardiovascular (CV) sciences and immune mediated inflammatory conditions (IMID) from across the UK. Up to thirty centres have so far signed up to this partnership.

The partnership comprises several workstreams that will lead to better understanding of mechanisms of disease, improved risk assessment and diagnostics and trials that address CV involvement of IMIDs. One of the workstreams involves the set-up of a national registry of patients that have an IMID and cardiovascular risk and/or involvement. This activity is a central part of the MRC-BHF CARDIO-IMID UK partnership and fundamental to its success.

This post is funded by the MRC-BHF to coordinate set up of approximately 30 centres around the UK and recruitment to the national registry. The study will be hosted by Manchester University Foundation Trust (MFT) and the role will include ethics, QC, reporting and document management to Research Governance standards. You will join the MRC-BHF CARDIO-IMID UK partnership team including a partnership manager who can provide guidance and oversight; as well as an existing team of study coordinators and data entry assistants in the Division of Musculoskeletal and Dermatological Sciences (DMDS).

The post holder will be based in the DMDS in the Faculty of Biology, Medicine and Health. The successful appointee will be line managed by Thomas Rogers, Senior Study Coordinator.

Although this post will be based in the DMDS at the University of Manchester, close working with the MFT research team will be needed. In addition, it is expected that there may be some travel and management of partnerships with institutions across the UK. It is a role with national remit and requires working closely with:

The CARDIO-IMID UK centres around the UK that plan to recruit to the registry study.

Senior academics and clinicians, local study coordinators and research teams from across the centres.

Whilst remote working with the centres is likely to be possible, there may be need for travel on occasions.

Main Responsibilities:

- Liaise with the MRC-BHF 'CARDIO-IMID UK partnership' Chair and study principal investigator (PI), professor Maya H Buch in order to refine the protocols of the projects
- Prepare and submit ethics and R and D applications in collaboration with the PI
- Organise own workload and set own deadlines using effective time management skills
- Implement the study design and ensure effective delivery of all aspects of the study outcomes with regards to patient recruitment targets and follow-up
- To develop and implement administrative and coordination duties to enable smooth running and effective management of the study, including assisting in the development of standard operating procedures, ordering of stationary and equipment, preparing documentation, arranging meetings, creating newsletters, assisting in the preparation of written updates of study progress
- Collect and manage clinical data and patient information in accordance with data protection, confidentiality, ethical guidelines and research governance. Assist with data entry, quality control, error reporting and cleaning of data
- Ensure collaborators are aware of milestones, deliverables and due dates well in advance of project deadlines
- Liaise with colleagues in other University departments and at other universities and hospitals, within the UK as needed
- Facilitate effective communication between all team members responsible for different aspects of the projects to ensure project targets are achieved
- Use professional knowledge to solve problems and use professional judgement to resolve difficult situations
- Present project updates through team briefing and collaborator briefing sessions
- Manage own professional development, keeping abreast of new developments within areas of expertise. Maintain up to date knowledge of Research Governance and GCP
- Attend and contribute to the Study Coordinator Advisory Network (SCAN) group within the Unit to maintain continued professional development
- Post holders are required to familiarise themselves with the University's Equality and Diversity policies and to actively support these wherever possible
- Support the delivery of research projects within the MRC-BHF 'CARDIO-IMID UK partnership'

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience:

- Good (2.2 or above) degree in human or social sciences
- Experience of planning and developing research protocols
- Experience of study coordination of clinical trials including all aspects of research governance and proven track record of recruitment to clinical trials
- Relevant experience, including successful outcomes, in similar academic, industry and/or NHS research environments
- Experience of preparing and submitting ethics applications and amendments using the IRAS system
- Experience of preparing and submitting studies to R&D departments in the NHS setting
- Expertise in computer literacy, MS Office packages and electronic databases
- Proven excellence in handling and entering data including an understanding of data protection and confidentiality guidelines within data management
- The ability to communicate effectively at all levels through multi-disciplinary collaborative teams
- Effective time management skills including the ability to set and adhere to internally and externally agreed timelines
- Good organisational and motivating skills with the ability to work independently but with supervision
- Proven ability to predict and solve problems

Desirable Knowledge, Skills, Experience and Qualifications:

- GCP training
- Willingness to travel throughout the UK
- Experience of IT, especially the World Wide Web and social media
- Past experience of working in a musculoskeletal research environment