



PARTICULARS OF APPOINTMENT

Ref: MI/23/56

Job Title: UpSMART Digital Research Assistant

1. The Institute invites applications for the above post.
2. Salary will be within the range: £21,840 – £28,188 per annum, dependent upon experience.
3. Informal enquiries can be made to Dr Harriet Unsworth, email:
harriet.unsworth@manchester.ac.uk
4. The Institute will endeavour to contact shortlisted candidates promptly; however there may be occasions where a high volume of applications are received therefore applicant's patience is appreciated.



**CANCER RESEARCH UK CANCER BIOMARKER CENTRE
JOB DESCRIPTION**

JOB DETAILS

Job Title:	UpSMART Digital Research Assistant
Department:	Centre for Cancer Biomarkers, digital Experimental Cancer Medicine Team
Division:	CRUK Cancer Biomarker Centre (CRUK CBC)
Grade:	MI2 (scientific officer 2)

ORGANISATIONAL ARRANGEMENTS

Accountable to: 1.	Digital Experimental Cancer Medicine Team Lead
2	UpSMART Accelerator Programme Chief Investigator

BACKGROUND

Our Cancer Biomarker Centre (CBC), core funded by CRUK, has an overall goal to facilitate cancer precision medicine. We focus on development, validation, and clinical implementation of biomarkers to inform personalised treatment for patients with cancer. Our remit includes biomarkers that improve earlier cancer detection, aid diagnosis and prognostication, predict and monitor patient responses to therapy (efficacy and toxicity), alert to early disease relapse and inform treatment switching upon emergence of resistance. We are particularly proud of our international reputation in the field of minimally invasive biomarkers (liquid biopsies). The strength and success of CBC has resulted in continual expansion of scope and capacity, a trajectory that will accelerate in 2024.

The digital Experimental Cancer Medicine Team (dECMT) is composed of 3 sub-teams; Technology Clinical Trials, Technology Solutions and Artificial Intelligence (AI) & Data Science. Our goal is to enable patients to play a more active role in their clinical trial participation through the deployment of digital technology; also enabling investigators to visualise and analyse clinical trial data through digital platforms to facilitate new insights. Working with our clinical collaborators, we aim to maintain our current position at the European vanguard of digital approaches that support personalised cancer treatment.

The UpSMART Accelerator Programme is an alliance across Experimental Cancer Medicine Centres/Early Drug Development Units in UK, Italy, and Spain to enable collaborations between leading EU "Phase 1" Units to develop and deploy digital healthcare products to facilitate data acquisition and data interpretation from an experimental cancer medicine clinical study. This role will be with the UpSMART Programme and is an exciting opportunity to work within in the team, working at the interface between cancer research and new emerging clinical, analytical and digital methodologies.

JOB PURPOSE

The Digital Research Assistant will support the development and uptake of digital healthcare products (DHPs) scoped and created by the UpSMART team. The post holder will be involved in several multi-disciplinary projects to address challenges in the digital healthcare space, including interfacing between clinical teams, patient groups and developers, to help shape new digital tools. They will build work effectively with UpSMART collaborators in the UK, Italy in Spain.

Using established protocols and procedures and with appropriate training where required, plan and execute own work after discussion with dECMT Lead, the post holder will be expected to plan their work to achieve scientific and project objectives and operate independently with minimal supervision. They will deliver tangible and measurable value by contributing to research objectives within the UpSMART Programme and the wider digital ECMT portfolio.

DUTIES AND RESPONSIBILITIES

- Contributing to research activities to drive innovative solutions within the UpSMART programme and wider digital ECMT portfolio
- Leading on patient and public involvement and engagement activities across the UpSMART network with the dECMT team
- Working with the dECMT Technology Clinical Trial team and UpSMART centres in Italy and Spain to develop training material around delivering digital clinical trials and to support the use of new and existing digital tools developed under UpSMART.
- Eliciting, gathering, and documenting requirements for new technology solutions from key stakeholders – patients, healthcare professionals and clinical study teams
- User Acceptance Testing (UAT) – testing software against acceptance criteria of requirements and documenting findings
- Assisting with data verification, checking for accuracy and inconsistencies in the presentation of clinical trial data in existing digital tools
- Contributing to the development of new capabilities, tools and services that support Clinical teams
- Working proactively and closely with the dECMT team, contributing to the strategic direction of the UpSMART programme and wider dECMT portfolio
- Earning the trust and respect of teams across the UpSMART consortium, The Christie NHS Foundation, The University of Manchester and CRUK
- Supporting publication and manuscript writing in high impact journals
- Identify personal training needs through participation in regular continuous professional development activities and performance reviews
- Any other additional duties and responsibilities as required by the UpSMART Accelerator Programme Chief Investigator and digital ECMT Lead.

STANDARDS OF PERFORMANCE

- ◆ Work efficiently, cost-effectively, professionally and in a flexible manner.
- ◆ To meet objectives within pre-determined timescales.
- ◆ Effective communications to be maintained with staff at all levels.
- ◆ Strict adherence to the relevant protocols and Institute policies.

- ◆ To comply with Health & Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment.
 - ◆ To contribute to the University's agenda for social responsibility, including sustainability
 - ◆ To maintain confidentiality of information in line with NHS and data protection requirements within the University.
 - ◆ Familiarise themselves with the University's and Christie NHS Trust's Equality and Diversity policies and to actively support these wherever possible.
 - ◆ Be a team player.
 - ◆ To strive to accomplish high quality of work.
 - ◆ The appointment will be subject to Disclosure Barring Service (DBS) (formerly CRB clearance).
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PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal competencies, and other requirements which the post holder requires to perform the job to a satisfactory level.

Job Title: **UpSMART Digital Research Assistant (SO2)**

	<u>ESSENTIAL</u> The qualities without which a post holder could not be appointed	<u>DESIRABLE</u> Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> Degree in biological science or health related subject (or equivalent relevant experience). 	<ul style="list-style-type: none"> Masters or PhD in biological, medical, mathematics or related discipline Business analysis qualifications Project Management qualification 	Application and Presentation of certificate
EXPERIENCE	<ul style="list-style-type: none"> Experience working with stakeholders including patients, clinicians, research scientists, including gathering insight and reporting back progress Experience of capturing, summarising and documenting information from stakeholders, for use in presentations, reports, and decision making Experience of delivery of complex projects to tight deadlines, without direct line management responsibility Experience of using own initiative to complete tasks Experience of working independently and in a team 	<ul style="list-style-type: none"> Experience of developing informatics methods in a clinical environment Experience of developing collaborative partnership across scientific disciplines Relevant experience of working with clinical data Experience of working in the cancer research arena Experience of working in an environment dealing with confidential and sensitive information Experience of working with software development teams, gathering requirements and User Acceptance Testing 	Application, references, and interview



EXPERIENCE contd.	<ul style="list-style-type: none"> • Experience of working in a relevant academic, clinical, or research environment 	<ul style="list-style-type: none"> • Experience of clinical pathways and processes, • Experience of working with patients 	Application, references, and interview
SKILLS	<ul style="list-style-type: none"> • Excellent written, verbal and presentation skills • Effective organisational skills and ability to multi-task • Proven problem solving capabilities • Ability to adhere to and follow protocols • Ability to prioritise own workload • Excellent interpersonal skills and the ability to communicate effectively, in writing and verbally, with a wide variety of senior staff • Ability to work with a large number of stakeholders • High levels of organisational skills and the ability to prioritise and work to deadlines with limited supervision • High level of planning, organisational and administration skills • Computer literate, familiarity with Microsoft office package, in particular Outlook, Word, and Excel 	<ul style="list-style-type: none"> • Experience analysing complex multidimensional datasets arising from clinical studies • Proven ability to handle confidential data appropriately 	Application, references, and interview
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of office systems, processes, and technologies • Proficient use of Microsoft Word and Excel packages • Understanding of academic research and related medical terminology 	<ul style="list-style-type: none"> • Oncology therapy area Knowledge • Understanding of academic research funding 	Application, references, and interview



OTHER	<ul style="list-style-type: none">• To be open and responsive to change and innovation• Can navigate ambiguity and apply sound judgment at all times• Self-motivated• Willingness to collaborate and learn new experimental techniques• Ability to work to strict deadlines• Ability to work well within a team framework as well as on an individual project• Technically focused• To show commitment to equality and fairness and integrity in dealing with others• Meticulous• Organised• To be willing to work across organisational boundaries• To seek new knowledge and share ideas		Interview, Referees' comments
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THE CITY OF MANCHESTER AND THE REGION

Manchester is one of the great European cities and the Cancer Research UK Manchester Institute is located a short distance from the city centre and is serviced by regular public transport to the city centre. The city's architecture represents one of the high points of Victorian achievement. The modern city is a major centre of banking, commerce and manufacturing. It has a highly cosmopolitan atmosphere and its cultural life is internationally renowned.

There are three outstanding professional theatre companies, the halls of the Hallé and BBC Philharmonic orchestras, the Cornerhouse as well as other cinemas, and Europe's fastest-growing Chinatown. On the way into the city, there is perhaps the best stretch of road in the entire country for Indian and Pakistani food, known as the curry mile in Rusholme.

Amongst developments enriching the area's cultural life have been: the opening of the Lowry Centre and Media City at Salford Quays; the opening of the Bridgewater Concert Hall; the refurbishment of the City Art Gallery; the opening of Urbis in the centre of Manchester and of the Imperial War Museum North, designed by Daniel Libeskind, in Trafford.

Trafford, specifically Old Trafford, is known internationally for sport: it is a venue for Test cricket and the home of Manchester United FC. The Commonwealth Games were held in Manchester in 2002 and were highly acclaimed. The Commonwealth Stadium became the home of Manchester City FC in 2003.

Housing is varied, plentiful and the price ranges can start moderately priced and are as varied as the requirements.

Schooling ranges from world-famous private schools to excellent sixth-form colleges and comprehensives.

Manchester is well served by a major international airport, with direct scheduled flights to many destinations in Europe as well as North America and Asia.

Manchester Piccadilly railway station has been refurbished and is served by inter-city and other train services – with a direct link to Manchester Airport. The expanding network of Metrolink tram services offers an alternative mode of public transport from certain parts of the conurbation and is currently being expanded to include connections near to the Institute. Some of the most beautiful countryside in Europe is just short of an hour's drive from the Institute in the Peak District National Park, while the Lake District and Snowdonia are also within easy reach.

Manchester offers extensive provision for research. Library facilities include the John Rylands University Library (the major library in the North West and the third largest in the country) and the Manchester Central Reference Library. Facilities for quantitative analysis are provided by Manchester Computing and the Computer Support Unit.



ADDITIONAL RECRUITMENT AND SELECTION PARTICULARS:

Shortlisted Candidates:

1. We will reimburse reasonable travel expenses. You need to retain all your receipts as you will need to submit these with your expense claim form. This form will be given to you when you attend your interview.
2. If candidates require accommodation the Institute can arrange this for you. Please notify the Institute's Human Resources Department as soon as possible so that this can be arranged on : +44 (0)161 200 8870 / 8866 or email: cruk.jobs@manchester.ac.uk. Please note that reimbursement for accommodation may **not** apply.
3. If candidates have any additional support needs to enable them to attend an interview they will be able to request/discuss this with the Institute's HR department when arranging the interview.
4. Shortlisted candidates may be expected to complete a presentation as part of the selection process. Information regarding the duration and title of the presentation will be provided in the invitation to interview correspondence. We supply both laptop and projector for presentations.
5. All dates and times stated in correspondence from the Institute refer to UK GMT (Greenwich Mean Time)
6. Candidates need to bring along their passport to interview, (a copy of which will be taken for our records) and where applicable, your visa, when you visit the Institute. If candidates have difficulty in producing their passport, please contact the Institute's Human Resources Department prior to the interview on via cruk.jobs@manchester.ac.uk Tel: +44 (0)161 200 8870 / 8866 who will be able to advise you.
7. **Zoom interview with or without presentation:**
Instances may arise where we propose to hold a Zoom interview as a (first stage) selection process. If this is the preferred method of interview, you will be provided with a link and password to attend the interview at a specified time on a specified date. This link will redirect you to your Zoom interview. 24 hours prior to interview we will require:
 - ◆ A contact telephone number emailed to cruk.jobs@manchester.ac.uk along with a scanned copy of passport for ID purposes

Please note:

You do not have to have a Zoom account to attend a Zoom interview. You will be prompted to download the software, once you have clicked on the link that you have been provided. You do however, need to have a working microphone and camera connected to your electronic device in order for this interview to go ahead.

The criteria will be consistent with all other candidates.



STANDARD CRUK MANCHESTER INSTITUTE TERMS AND CONDITIONS

The following is a basic summary of the standard terms and conditions applicable to the post you have applied for:

- The UpSMART Digital Research Assistant role is on a Cancer Research UK salary. It is an MI2 grade. Salary in the range: £21,840 - £28,188 per annum (dependent upon experience).
- Your employment will be with The University of Manchester appointed under The Cancer Research UK Manchester Institute terms and conditions.
- Salary is paid monthly.
- There are 32 days holiday per year plus Bank Holidays for England.
- The duration of the contract is: Fixed term until 31st January 2025
- 35 hour week.
- There is a probationary period attached to this post of 6 months. It's standard for many organisations now and consists of two 3-monthly reviews with your line manager.
- You are eligible to join the USS (<https://www.uss.co.uk/>) pension scheme.
- Any offer made by the Cancer Research UK Manchester Institute would require the successful candidate to undergo a medical clearance. This is arranged with Occupational Health department at The University of Manchester prior to starting employment and consists of a basic medical. This is to address and gain clearance for any potential hazards identified for the role on offer.
- Offer is subject to receipt of 2 satisfactory references and proof of your highest qualification.
- Offer is subject to documented evidence of your right to work in the UK under the Home Office UK Border Agency Regulations.
- Overseas candidates should determine, when applying for the position, the likelihood of obtaining a Certificate of Sponsorship (CoS) for the post by assessing their own circumstances against the criteria specified on the [gov.uk website](https://www.gov.uk).
- Successful overseas candidates may be eligible to claim reimbursement of expenses to cover their visa and National Health Surcharge costs, if required. Overseas candidates will be required to meet the eligibility criteria as specified in the skilled worker points-based system. (NB; reimbursement does not extend to include family members, although a loan scheme is available).
- The successful candidate is required to complete a Rehabilitation of Offenders/ Criminal Records declaration form at the offer stage of the process. Please note: a criminal record will not necessarily be a bar to obtaining a position.



- The Institute is promoting a green travel plan and there are staff benefits promoting this including a cycle to work scheme and the use of public transport. There are strong links to bus routes and tram and train lines around the site. Annual interest free loans are also available to support the purchase of season travel tickets.

Please note: there are car parking restrictions imposed around these sites.

- There are a range of staff benefits. If you require further information at this stage please contact Institute's HR department directly.