

# Job Description



**South Tees Hospitals**  
NHS Foundation Trust

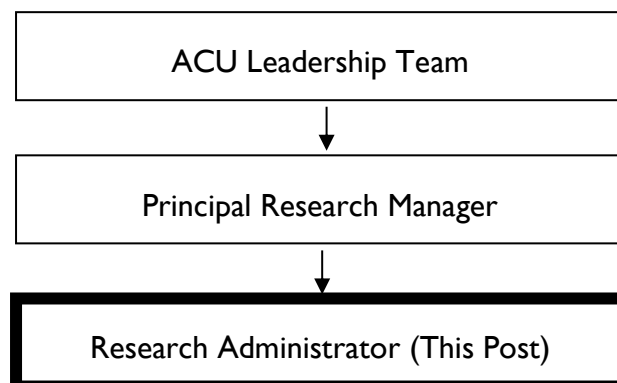
## Role Details

Job Title	Research Administrator, ACU
Band	4
Department/Service	Academic Cardiovascular Unit

## Organisational Relationships:

Responsible to:	ACU colleagues, Cardiovascular research teams
Accountable to:	Principal Research Manager - Academic Cardiovascular Unit
Professionally Accountable to:	Principal Research Manager - Academic Cardiovascular Unit
Responsible for:	n/a

## Organisational Chart:



## Job Summary/ Role:

The post holder will be responsible for supporting our service for research studies developed within the Academic Cardiovascular Unit (ACU). The key duties will be to provide administrative support to ACU, oversee the completion of project set-up tasks, proactively gather information on projects and act as a contact point for local researchers. This work will help ensure that high quality data is stored on researcher activity, increased

regular communication from the ACU to researchers and that research projects progress through relevant processes as efficiently as possible. The role will also involve the development and management of research databases and randomisation systems.

The post holder will be tasked with achieving set deadlines but can manage their own time in co-ordinating their different responsibilities alongside responding to ad hoc requests.

## Key Relationships:

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider healthcare community, external funders and regulatory bodies. This will include verbal, written and electronic media.

The post holder reports to the ACU Leadership Team.

## Core Functions:

- Provide administrative support to ACU staff
- Maintain log of submissions and deadlines for ACU projects; provide reports as needed
- To be point of contact for the ACU, answer queries from researchers, funders, etc promptly and efficiently, acknowledge all communication, and ensuring efficient flow of information

## Administrative Responsibilities

- Responsible for the day-to-day management of ACU logs
- Record and monitor upcoming deadlines for projects
- Communicate requirements of funders and monitor progress
- Pass on information to other ACU team members and wider R&D teams, both locally and nationally.
- Ensure communication with non-R&D stakeholders too and that all relevant departments are informed of potential activities
- To fully utilise ACU database capabilities; remaining up to date with central updates, implementing changes as required and submitting timely reports as necessary. Maintain and update ACU databases, as requested, making suggestions on how to improve systems for better data recording. Input consistent and accurate data as part of ACU processes. Maintain an efficient electronic and paper filing system of research studies.
- Maintain ACU research projects in the CPMS database. This may involve setting electronic reminders for relevant project-related tasks, generating reports and data from the database for committees, annual reports and presentations as required by ACU colleagues.
- Book meetings with Investigators, sponsors, and funders to check on progress, provide finance updates and offer support, as required.

	<ul style="list-style-type: none"> <li>• Provide administrative support for the ACU colleagues in the establishment and maintenance of essential research documentation.</li> </ul>
<b>Clinical Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Management and Leadership Responsibilities</b>	<ul style="list-style-type: none"> <li>• Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement.</li> </ul>
<b>Policy and Service Development</b>	<ul style="list-style-type: none"> <li>• Champion and lead quality improvement initiatives across your immediate team and within your service</li> </ul>
<b>Research and Audit Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support research monitoring and audit activities and liaise with the research teams</li> </ul>
<b>Managing Resources Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide guidance, support and assistance to any new ACU team members and research staff within the organisation</li> <li>• Support activities in training staff in Trust processes and systems on a one to one basis or in small groups</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Make regular contributions to improving ACU policies and procedures and carry out implementation of same. The post holder will also be expected to introduce effective / efficient changes in own area of practice to ensure high level of service delivery is maintained</li> <li>• Demonstrate procedures and systems to new starters and to other members of the ACU staff as required</li> <li>• Support training for research projects</li> </ul>
<i>The job description and duties may be subject to future review as the needs of the service change.</i>	

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> <li>Awareness of the importance of the data protection act and confidentiality in research</li> <li>Advanced computer/keyboard skills and working knowledge of computer based packages e.g. Word and Excel needed for ability to access, input and retrieve information onto a computer and monitoring of trials patients. Ability to learn the skills to manage research databases and randomisation software</li> <li>Organisational and time management skills to manage and deliver a range of tasks and projects to tight deadlines</li> <li>Ability to train staff on a one to one basis or small group setting in ACU processes</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> <li>Diploma level or equivalent</li> <li>Good general education to GCSE level or equivalent including maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent qualification</li> <li>Research qualification</li> <li>Attendance at foundation improvement training and the new and aspiring leaders program within first year of role</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> </ul>
EXPERIENCE		

Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> <li>• Experience of database management</li> <li>• Experience of effective dissemination of information to raise awareness of service provision and requirements</li> <li>• Three years administrative experience preferably in a healthcare / academic environment</li> <li>• Ability to inspire confidence in staff at different levels</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in NHS research and development</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> <li>• Self-motivated, with initiative, able to work independently</li> <li>• Adaptive, flexible and committed</li> <li>• Well-developed interpersonal and communication skills; able to work with clinical and management colleagues at all levels.</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

## General Requirements:

### **Communications and Working Relations**

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

### **2. Policies and Procedures**

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

### **3. Health and Safety**

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

### **4. No Smoking**

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

### **5. Confidentiality**

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

### **6. Equal Opportunities**

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

### **7. Infection Control**

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

## **8. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

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**HR Use Only***Job Reference No:*

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**South Tees Hospitals**  
NHS Foundation Trust**APPENDIX 2****PROFILE SUPPLEMENT**

<b>This Role Involves:</b>	<b>Yes</b>	<b>No</b>	<b>Rare</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Examples</b>
<b>Lifting weights/objects between 6-15 kilos</b>	X			X		Occasional requirement to move/lift general office equipment and materials to meetings
<b>Lifting weights/objectives above 15 kilos</b>		X				
<b>Using equipment to lift, push or pull patients/objects</b>		X				
<b>Lifting heavy containers or equipment</b>		X				
<b>Running in an emergency</b>		X				
<b>Driving alone/with passengers/with goods</b>	X			X		Occasional requirement to travel to meetings
<b>Invasive surgical procedures</b>		X				
<b>Working at height or in a confined space</b>		X				
<b>Concentration to assess patients/analyse information</b>	X				X	Will be cross-checking information to ensure accuracy
<b>Response to emergency situations</b>		X				
<b>To change plans and appointments/meetings</b>	X				X	Will be need to be flexible and to amend plans and react to changing demands and circumstances



depending on the needs of this role						
Clinical interventions		X				
Informing patients/family/carers of unwelcome news		X				
Caring for terminally ill patients		X				
Dealing with difficult family situations		X				
Caring for/working with patients with severely challenging behaviour		X				
Typing up of formal minutes/case conferences	X				X	Note-taking is a requirement of this role
Clinical/hands on patient/client care		X				
Contacts with uncontained blood/bodily fluids		X				
Exposure to verbal aggression		X				
Exposure to physical aggression		X				
Exposure to unpleasant working conditions dust/dirt/fleas		X				
Exposure to harmful chemicals/radiation		X				
Attending the scene of an emergency		X				
Food preparation and handling		X				
Working on a computer for majority of work	X				X	Standard keyboard skills, with high level of accuracy required across a range of different IT platforms
Use of road transport	X			X		Travel to meetings

