The Christie NHS
NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS

Job Title:	Research Project Manager (ECMT)
Department / Ward:	Experimental Cancer Medicine Team (ECMT)
Division:	Research and Development
Base:	The Christie NHS Foundation Trust Wilmslow Road, Manchester

ORGANISATIONAL ARRANGEMENTS

Accountable to:	**1.**	Research Manager ECMT
	2.	Operations Manager ECMT
	3.	Clinical Lead, ECMT
Other Accountabilities:	**1.**	ECMT Leadership team
Responsible for:	**1.**	Direct reports may include Research Assistant/s

JOB PURPOSE

The RPM will play a key role in supporting and developing projects in order to maximise the investigator-led/sponsored research output of the Experimental Cancer Medicine Team (ECMT), developing strong relationships and working alongside clinical and non-clinical staff within the ECMT.

The position will also involve close liaison with a wide range of academic, clinical, managerial and administrative staff throughout the Trust, universities and Clinical Trials Units, in particular The University of Manchester, healthcare institutions (both nationally and internationally), grant funding bodies and pharmaceutical companies.

In addition to investigator-led project work, the RPM will also have an administrative role in support of the ECMT leadership team and fostering collaborations with other experimental cancer medicine centres. These duties will include; point of contact for individuals or teams visiting the ECMT, preparation of agendas and associated materials for these visits, and organising academic visits to other centres.

Specific duties include:

- Act as a key contact for investigator-led projects
- Provide support for coordination and execution of the research projects
- Facilitate preparation and submission of local, national and international research grant applications
- Prepare and submit ethics and regulatory authority applications and amendments, and ensure all approvals have been gained prior to clinical trial research commencing
- Identify funding streams for potential grant applications
- Develop and ensure that timelines for projects are met
- Liaise with a wide range of academic, clinical, managerial and administrative staff throughout the Trust, and other academic and healthcare institutions (both nationally and internationally)
- Preparation of reports from key meetings attended in person or by the academic/clinician for dissemination within research
- Preparation of peer-review summaries of research including journal articles and posters; and the promotion of these research outputs within team spaces

DUTIES AND RESPONSIBILITIES

Communication

- Serve as a main point of contact for research teams and study investigators, external funding bodies, pharmaceutical companies and national networks.
- Support the ECMT and associated researchers by providing information for grant applications and the R&D governance associated with this.
- Support researchers with internal and external communication so that collaborations are maximised.
- Assist in the writing and evaluation of research protocols, patient information, questionnaires and CRFs for individual studies.
- Arrange and service meetings as appropriate. Preparing agendas, taking minutes and distributing as appropriate, following up any action points.
- Draft abstracts and posters for local, national and international conferences
- Draft journal articles for peer review publication
- Prepare and submit interim and annual reports for R&D, ethics committees, funding bodies, CSGs etc. as required.
- Where appropriate link with the Manchester Cancer Research Centre (MCRC) and the Manchester Academic Health Science Centre (MAHSC).

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Knowledge, training and experience

- Research project management in particular within the NHS and academia.
- Scientific writing skills.
- Knowledge of clinical research and research governance.
- Knowledge of grant application and publication submission.
- Financial management of budgets and resources for each grant to ensure maximum value is achieved for the resources.
- Assist with coordinating and contributing to relevant grant funding applications
- Clinical trial management and reporting

Planning and organisational skills

- The RPM will need to be very flexible around researcher's availability, with the ability to adjust plans as requested.
- Responsible for ensuring that researchers have all the information that they need to develop their projects and that researchers have an understanding of the processes that need to be followed and the timelines involved.
- Plan and organise various complex researcher activities ensuring all progress to time and schedule.

Responsibilities for patient care

- Responsible for ensuring patient information relating to clinical studies is accurate and appropriate.

Responsibilities for policy and service development implementation

- Follow all relevant policies and procedures, in particular in relation to the Data Protection Act. Ensure researchers are working to the relevant policies and procedures.
- Be pro-active in monitoring working practices with researchers, research teams, the R&D Office and the CTCU (when applicable) and suggesting new ways of working and implementing them.
- Implement new SOPs and working procedures as required.

Responsibilities for information resources

- Support the strategic development of research through attendance and support for the research theme committees as required.
- Assist with preparing necessary reports/agenda for telephone/video conferences and meetings.

Responsibilities for Research and Development

- Produce consistent records and documentation for each study progressed in line with Research Governance processes.

  Assist with preparation for and presentation of reviews/inspections (e.g. MHRA, in-house audits etc).

Freedom to act

- The post holder is expected to follow all relevant policies, SOPs and standard practice.
- Plans and organises own time and workload activity with prioritisation.
- Able to work independently using own initiative.

Physical, Mental and Emotional Effort

- Long periods of time spent using a keyboard to input information.
- Prolonged concentration is required, e.g., when checking through a research protocol or databases.

TRAINING AND PERSONAL DEVELOPMENT

1. Maintain professional development whilst evaluating own specialist knowledge through a process of appraisal and personal development planning to satisfy the NHS Knowledge and Skills Framework requirements relating to the job.
2. Participate in Trust-wide education programmes and study days, regional and national meetings and research seminars as appropriate.
3. Acquire and maintain a working knowledge of key research areas and build effective working relationships with research staff.
4. Develop and maintain effective working relationships with internal and external partners.
5. Ensure that clinical trials are conducted in accordance with any regulatory practices

Date Prepared:
Prepared By:
Agreed By:
Employee's Name and Signature: Date:
Manager's Name and Signature: Date:
Date Reviewed:
Reviewed By:

PERSON SPECIFICATION

Job Title: **Research Project Manager**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Educated to degree level in a scientific discipline and relevant experience in scientific and medical research Relevant technical or professional qualification	PhD or similar experience in academic research. Additional relevant qualifications e.g. ECDL, ICH-GCP,.	Application Form Certificates
EXPERIENCE	Significant experience in co-ordinating and management of clinical trials Research project Management Medical/scientific writing Analysing, interpreting and presenting data clearly. Grant writing and submissions.	Previous experience of working within the NHS Trust and/or University research environments Experience working with people at all levels Experience of co-ordinating and managing clinical trials Experience preparing manuscripts for publication Experience working with funding bodies	Application Form Interview References

SKILLS	Excellent communication skills, both written and verbally with, the ability to produce written reports and present findings. Able to work collaboratively and in teams Good organisational and time management skills Advanced use of MS Office programmes Excellent organisational and project manager skills Ability to manage multiple projects and work to strict deadlines Self-motivated Results orientated Attention to detail	Use of bibliographic software (e.g. Mendely) Understand of the principles of research proposals covering a wide range of subject areas	Application Form Interview References
KNOWLEDGE	Knowledge of research funding systems Knowledge of NHS R&D requirements. Understanding of academic research and related clinical/medical terminology	Knowledge of good clinical practice (ICH GCP) and knowledge of R&D regulations and Research Governance Knowledge of the IRAS system for ethics submissions and associated tasks Understanding of cancer and cancer research	Application Form Interview References
VALUES	Ability to demonstrate the organisational values and behaviours		Application Form Interview References

OTHER (*Please Specify*)	Ability to work to tight deadlines Tactful and diplomatic Flexible Conscientious and trustworthy Ability to work unsupervised and as part of a multidisciplinary team	Evidence of continuing professional development (CPD) Evidence of achievement under pressure Ability to troubleshoot effectively	Application Form Interview Document Check

Date Prepared:
Agreed by: Employee
Date Agreed:
Date Reviewed:

Prepared By:
Agreed By: Manager
Date Agreed:
Reviewed by:

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GENERAL STATEMENTS:

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT/DATA PROTECTION ACT

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

TRUST POLICIES

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

EQUALITY, DIVERSITY AND INCLUSION

The Christie NHS Foundation Trust is committed to advancing equality, diversity and inclusion for all our patients, other service users and staff. We want to ensure that everyone who works at the Christie or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Trust's equality, diversity, inclusion and human rights policies. You should value others and treat everyone you come into contact with at work with fairness, dignity and respect at all times and uphold their human and other rights.

INFECTION CONTROL

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with the best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI

ENVIRONMENTAL SUSTAINABILITY

All employees of the Trust have a responsibility to ensure they have an awareness of environmental sustainability issues which affect the Trust and to contribute to the achievement of the reduction of the Trust's environmental and energy performance footprint e.g. (but not limited to) the use of energy consumed in work spaces (heat/light/paper consumed) and to recycle consumable products wherever possible using appropriate facilities.