

EMPLOYMENT CRITERIA / PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

Post Title	Senior Clinical Research Coordinator	Directorate/Department	THQ
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Assessment Method Key

(Note for candidates: This is not an exhaustive list and if you have any questions about the assessment methods listed, please contact the team member named on the job advert.)

Interview	These criteria will be assessed during an interview, should you be shortlisted.
Application	These criteria will be assessed at shortlisting; therefore anything not advised in your application can not be scored.
Presentation	During an interview you may be asked to produce a presentation, this is when these criteria will be assessed.

Qualifications / training required

Requirements	Assessment Method	Essential	Desirable
Educated to degree level or relevant equivalent experience		X	
Evidence of continuing professional development		X	
Project Management training			X

Previous or relevant experience necessary

Requirements	Assessment Method	Essential	Desirable
Research and healthcare background		X	
Significant experience in setting up and managing clinical research trials.		X	
Awareness of current legislation regarding research governance issues.		X	
Advanced understanding of Microsoft applications for managing and analysing information, e.g. Word and Excel		X	
ICH/GCP Trained		X	
Experience in managing a study portfolio within a large organisation			X
Experience in Early Phase studies			X

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NHS experience			X
Aptitudes and skills required			
Requirements	Assessment Method	Essential	Desirable
Motivation for research			
Attention to detail			
Organisational skills			
Able to work alone or as part of a team			
Able to prioritise tasks			
Communication skills			
Ability to work under own initiative and independently outside the dept without direct supervision.			
Able to prioritise tasks and cope with deadlines			
Special requirements of the post			
Requirements	Assessment Method	Essential	Desirable
Ability to attend training courses and meetings on and off site.		X	
Values and behaviours			
Requirements	Assessment Method	Essential	Desirable
Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> Patients First Always Improving Working Together 	Application and Interview	X	