

Job description and selection criteria

Job title	Clinical Trial Administrator (with Play)
Division	Medical Sciences
Department	Paediatrics
Location	Department of Paediatrics, Oxford Vaccine Group, Churchill Hospital, Oxford
Grade and salary	Grade 4: £28,437 - £32,108 per annum (with a discretionary range to £34,732 per annum)
Hours	Full-time (36.5 hours per week)
Contract type	Fixed-term (one year) Extensions will be subject to the existence of external funding.
Reporting to	Clinical Trial Coordinator/ Senior Clinical Trials Manager
Vacancy reference	189425
Visa Sponsorship Information	This role does not meet the eligibility requirements for a Skilled Worker Visa Certificate of Sponsorship under current UK and Immigration legislation. Therefore, the Department of Paediatrics will not be able to sponsor individuals for their visa application. We welcome applications from all, but before applying, please review if you have other options to independently obtain the right to work in the UK.
Additional information	Applications are to be made online, please see the advert for the closing date.

Project team	Oxford Vaccine Group
Project web site	https://www.ovg.ox.ac.uk/



The role

Under minimal supervision the Clinical Trials Administrator with Play (CTAP) is responsible for the effective and efficient day to day administration of research studies to enable the academic research staff to fulfil their responsibilities. The CTAP is also required to carry out varied office duties and specific study related tasks and acts as a pivotal point of contact for the clinical trial team. The role includes assisting the paediatric study team by providing distraction to babies and children on visits within the community.

Responsibilities

- To administer, maintain and coordinate the logistical aspects of the clinical trials according to Good Clinical Practice (GCP) and Standard Operating Procedures (SOPs).
- To liaise with study participants and/or the study team to book appointments, resolve disrupted appointment times, offer new appointments and re-arrange existing appointments according to protocol timelines.
- To monitor and maintain the study documents, databases, spreadsheets and equipment.
- To establish and be able to maintain effective filing systems including case report forms, investigator site files and administrative files.
- To liaise with the external printing company in preparing and ordering the printing of study documents.
- To ensure an initial supply of documents, paperwork and other equipment is ready for the start of the trial.
- To attend study meetings, including developing the agenda as well as recording the minutes and action points.
- Be responsible for creating and maintaining study databases to track the recruitment and progress of clinical studies.
- Provide administrative support to the Data Management team, including mailbox management, report generation, documentation, system validation, and audit support.
- To be responsible for ordering and tracking participant payments for studies.
- To proof-read documents thoroughly before regulatory submissions and print runs.
- To monitor University Sponsored Studies within the group according to Good Clinical Practice Guidelines and study specific protocols, highlighting errors and discrepancies and bring these to the attention of senior study staff.
- Provide administrative and operational support for the Group's Quality Management System and associated Quality Assurance processes.
- Be responsible for organisation/management of the Group's research archive files, including maintaining a database of archived materials and summaries of current/previous research activities.
- Provide support in training new starters.
- To maintain confidentiality of issues relating to the families participating in research studies.
- To be aware of the DoH Research Governance Framework for Health and Social Care governing the conduct of research.
- Communicate effectively with colleagues, as well as study participants, using initiative and judgment to solve problems and provide feedback to senior colleagues as appropriate.

- To undertake clinic support duties such as; being the receptionist on clinic to welcome participants, frequently collect samples taken in clinic and deliver them to the local lab team, sign in/out participants, observation of participants post-vaccination and appropriate tasks to facilitate the successful running of the clinic.
- Supporting participant recruitment and outreach activities in the community

General office administration in this role as appropriate:

- Photocopying, shredding, filing and arranging couriers.
- To assist the study team with any other data collation and general office duties.
- Deal with queries from members of the public, study participants, employees and line managers over the phone, by email and face-to-face.
- Other duties, to be defined from time-to-time, where appropriate to the grade.

Paediatric Studies

- To assist the study team when obtaining venous blood samples from babies and children by holding and providing distraction to the participant and family.
- To assist the clinical team when vaccinations are given or samples taken.
- To attend in service training, including child protection training and be aware of current trends in childcare.

Selection criteria

Essential

- Experience in research clinical trials administration including working knowledge of regulatory and governance requirements for clinical trials.
- Demonstrable experience in an administrative role working in an office environment.
- Excellent written and oral communication skills.
- Proven evidence of excellent organisational and time management skills.
- Ability to work unsupervised taking responsibility for own actions, including appropriate use of initiative and problem solving.
- Comprehensive knowledge of standard office software packages and IT skills including database entries and queries (Microsoft packages).
- Experience working with confidential information for example medical records or clinical trial participant information.
- Service oriented approach, flexible, reliable and proactive towards changing study team's needs.
- Ability to work precisely according to procedures, rules and regulations.
- Experience and/or knowledge of monitoring clinical research trials.
- Ability to be flexible in working hours according to study requirements
- Experience of working with babies/children.
- Willingness to assist the research team with venepuncture and vaccination in babies and children.
- Willingness to attend a resuscitation course.

- Current driving licence with use of own car with business cover (or ability to travel independently across the Thames Valley for clinical trial visits).

Desirable

- Experience of university procedures and computer systems.
- Further education qualification in administrative field.
- Experience with proof reading documents and document creation.
- A formal childcare qualification.
- Experience with Electronic Data Capture (EDC) systems.

Flexible working

Working hours

The successful postholder will be required to work full-time, five days per week unless a formal flexible working request has been submitted and approved.

Work Location

Due to the nature of the clinical work the successful postholder will be required to come onsite full-time. It may only be possible to work from home in exceptional circumstances and with prior approval.

Information about the University's flexible working policies, including formal flexible working requests and overseas working guidance, is available to current University employees via the staff intranet.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Driving on University business
- Working with blood, human products and human tissues
- Work in clinical areas with direct contact with patients

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- This role requires a research passport. The department will support the successful candidate in obtaining this where required and appropriate.
- A satisfactory enhanced Disclosure and Barring Service check due to regulated activities.
- University security screening (e.g., identity checks)

Oxford Vaccine Group

The Oxford Vaccine Group staff are based within a purpose-built centre on the Churchill Hospital site and is part of the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM). Administration of the Oxford Vaccine Group is provided by the University Department of Paediatrics which is currently situated in the Children's Hospital at the John Radcliffe site. The Department has clinical and research facilities both within the main hospital, the Women's Centre and the Weatherall Institute of Molecular Medicine, and has a major interest in infectious diseases of infancy and childhood.

The aim of the Oxford Vaccine Group (OVG) is to co-ordinate expertise in the study of infectious disease and immunology in order to facilitate research on the development and implementation of vaccines. This may include new, improved or combined vaccines.

The Oxford Vaccine Group is led by Professor Andrew J Pollard, Professor of Paediatric Infection and Immunity. Core group members include a Clinical Team Leader, Consultant Vaccinologist, clinical research fellows, research nurses, research assistants, play assistants and secretarial support. Wider group members include professionals from a range of specialities including adult infectious diseases, tropical medicine, immunologists, microbiologists, a statistician, a community paediatrician, a public health consultant and the district immunisation co-ordinator.

Recent studies of the group include:

- New generation meningococcal conjugate vaccines
- Meningococcal B vaccine development
- Pneumococcal conjugate vaccine studies
- An H1N1 vaccine study
- Development of a typhoid challenge model
- An Ebola vaccine Phase 1 trial

For more information please visit: www.paediatrics.ox.ac.uk/ovg

Department of Paediatrics

The Department of Paediatrics at the University of Oxford is a vibrant and inclusive community at the forefront of child health research and clinical care. Our academics and clinicians work side by side to translate world-leading scientific discoveries into real benefits for children and families locally, nationally, and globally. From pioneering clinical trials to cutting-edge laboratory science, our work spans the full spectrum of paediatric and adolescent health.

The Department has achieved the acclaimed Athena Swan Gold Award, recognising our sector-leading commitment to gender equality, inclusivity, and innovation in supporting our people. We are deeply committed to staff development—offering up to ten paid days each year for professional growth, alongside opportunities to apply for additional training support and funding.

We welcome new colleagues who bring ideas, energy, and a desire to shape the Department's future. Staff wellbeing is central to our culture: in addition to University-wide wellbeing resources, we offer weekly exercise classes (including yoga and bootcamp sessions), a departmental choir, and financial support for visa renewal fees. These initiatives reflect our commitment to a healthy, connected, and supportive working environment.

By joining us, you will become part of a forward-thinking department that values collaboration, clinical impact, and the wellbeing of its staff and students alike.

Please visit our [website](#) to learn more about our work and what it is like to work with us.

Medical Sciences Division

We are an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: <http://www.medsci.ox.ac.uk/>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for

university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit <https://www.ox.ac.uk/about>.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply> .

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two/three referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for Internal Candidates

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to recruitment@paediatrics.ox.ac.uk if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly at recruitment@paediatrics.ox.ac.uk or using the contact details in the online advertisement.

To return to the online application at any stage, please go to:

<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://www.ox.ac.uk/about/jobs/working-here>.

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See <https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>

Supporting disability and health-related issues

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/support-for-disabled-staff>. The Staff Disability Advisor can be contacted at staffdisability@admin.ox.ac.uk

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support/researcher-hub/about>