Queen Mary
University of London



Job pack

Message from the President and Principal



Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

qmul.ac.uk

Athena Swan Silver Award

Gender Charter

Diversity & Equality

Queen Mary

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Staff Networks
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices

Job description

Job details	
Job title	Clinical Trials Data Manager
School/Dept/Institute Centre/Faculty	SMD • WHRI • Centre for Translational Medicine & Therapeutics
Reports to	Dr Tom Abbott
Grade and salary	Grade 4, £40,815 – £47,550.
Hours per week	Full-time
Appointment period	12 months
Current location	**Whitechapel and Charterhouse Square campuses**
Work activity type	Professional Services: Senior Management

About Queen Mary University of London

Ranked joint 7th in the UK for the quality of its research in the 2021 Research Excellence Framework, Queen Mary University of London, is one of the UK's leading research-intensive higher education institutions, delivering world class education and knowledge transfer across a wide range of subjects in the Humanities and Social Sciences, Medicine & Dentistry and Science & Engineering.

About The Faculty of Medicine and Dentistry

The Faculty of Medicine and Dentistry offers international excellence in research and teaching and supports clinical service for a population of unrivalled ethnic diversity in East London and the wider Thames Gateway. At the forefront of medical research and education, with research themes in cancer, cardiovascular medicine, inflammation, trauma and population health. Queen Mary is in the top 10 universities in the UK for medicine and dentistry and 7th in the world for research citations for medicine in the QS World University Rankings by Subject 2025. In the Complete University Guide 2026, we are ranked first in London for dentistry and second in London for medicine.

Working with six NHS Trust partners in East London, the Faculty is central to delivering impact on health-related challenges for local and global populations; it has a strong commitment to public engagement through its pioneering science education centre in Whitechapel, The Centre of the Cell. The Faculty is firmly embedded in our East End and global communities, and through education and research we are committed to improving the health outcomes, the wellbeing, and the prosperity of those we serve through a strategy focused on Better Health for All.

Job context

The post-holder will work in the Critical Care and Perioperative Medicine Research Group in the Centre for Translational Medicine and Therapeutics (TMT). The Critical Care & Perioperative Medicine Research Group (CCPMG), represents a partnership between Queen Mary University of London and Barts Health NHS Trust. Based at the Royal London Hospital and Charterhouse Square Campus, we lead research projects conducted across a large part of east London as well as collaborative research throughout the United Kingdom and worldwide. Our aim is to deliver world-class teaching and research in critical care and perioperative medicine both nationally and internationally. Our research interests include patients undergoing major surgery, patients and with life-threatening critical illness.

Job purpose

- The main purpose of this job is to support and contribute to the aims of the CCPMG in the area of data management (DM). The primary objectives of the post are as follows:
- To manage the lifecycle of date in a number of concurrent studies, liaising with external stakeholders and senior member of staff.
- Provide support and advice to trial teams on data management and eCRF related issues as well as applicable regulatory requirements.
- Contribute to the development and validation of trial database applications using EDC tools such as OpenClinica and RedCap.
- Prepare of appropriate documentation including Data Management Plans, SOPs, working instructions, user manuals, etc.
- Support end users in data entry and system use, and monitor DM helpdesk.
- To manage data linkage to Hospital I Episode Statistics and other routinely collected Health Systems Data and support the analyses of these data.

Main duties and responsibilities

- To develop and maintain good working relationships with external study teams and act as a point of contact for data management related issues providing continuous support for studies involving the CCPMG.
- To provide support and advice to trial teams and statisticians as needed specially in the requirement specification phase for the trial database.
- To support the case report for development process by reviewing and advising study teams on the design of these forms in individual trials.
- To lead on the development of Data Management Plans and Requirements Specification Documents for studies.
- To have an active role in the study set up stage by attending Trial Management Group meetings and providing advice for the planning of data management procedures for individual studies.
- To contribute to the design and development of study databases.
- To support technical and user acceptance testing of new trial database applications.
- To support development and provision of end -user training.
- To prepare database reports as needed.
- To assist with data quality checking and validation as appropriate.
- To provide user support for database developed within the CCPMG.
- To facilitate secure data transfers.
- To identify data management issues in studies and actively troubleshoot.
- To identify procedural , operational or efficiency issues in the Data Management team and actively troubleshoot.
- To work within a system of regular quality controls and a all times in accordance with Good Clinical (Research) Practice (GCP), the Data protection Act and JRMO SOPs and other research governance regulations.
- To be familiar with ICH-GCP guidelines and the current regulatory framework regarding data protection, databases and clinical trials in order to give appropriate advice.
- To ensure all phases of the database design and validation process are accurately documented in compliance with the clinical trial regulations and sponsor and standard operating procedures.
- To manage data linkage to Hospital I Episode Statistics and other Health Services data, and to support analyses of these data.

Other Duties

- Undertake presentations as required
- To provide training on data management tasks and procedures to new and junior members of staff
- To review and update existing documentation (guidance, policies and SOPs) and develop new documentation for internal data management procedures and policies as required
- To attend and contribute to meetings as needed including minute taking, report writing or chairing when required
- To undertake such other reasonable duties as may be required by the line manager or senior managers
- To participate in courses, conferences and other activities (e.g. appraisal) associated with personal and professional development
- To identify own training needs and undertake training as required by the post at the discretion of the line manager
- To take responsibility to meet regularly with line manager, to discuss progress and set targets for new tasks
- Prioritise own workload, communicate effectively to ensure the timelines are met, seek guidance from other staff as required

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

Citizenship

The Faculty of Medicine and Dentistry is committed to an action plan that supports the cultivation of a diverse and nurturing staff and student community, at the heart of which sits the commitment to equality of opportunity and equity in our processes and structures.

It is the expectation of all staff that they undertake citizenship responsibilities within the Faculty. As part of the appraisal and probation process, your line manager will discuss the expectations of you to lead or participate in citizenship projects/initiatives as set out in the Faculty's EDI Strategy. These responsibilities will be commensurate with the seniority of the role and the expertise and experience of the individual.

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Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
Undergraduate degree in a relevant subject or equivalent experience	☒	☐
Master's Degree/ Higher Degree in a relevant field	☐	☒
Recognised IT qualification or Data Management Training	☐	☒
Experience/Knowledge		
Experience of data management in research projects and/or clinical trials	☒	☐
Experience of working with a Web-based EDC systems in the healthcare domain (eg RedCap.)	☒	☐
Experience in the process of building trial databases using an EDC system such as RedCap	☐	☒
Experience of developing data management or other clinical trials documentation and procedures	☒	☐
Experience of training and supporting end users of DM / IT systems	☒	☐
Experience of query management and data validation	☒	☐
Good organisational skills with the ability to prioritise your own workload effectively, work unsupervised and under pressure to meet deadlines	☒	☐
Excellent written and verbal communication skills including report writing, minute-taking and presenting	☒	☐
Advanced IT skills, including Microsoft Excel, Word and Access	☒	☐
Good understanding of data protection, information security and information governance e.g. data protection act 2018 or IG Toolkit	☒	☐
Skills/Abilities		
Ability to use your training, judgement and initiative to diagnose and solve problems as they occur	☒	☐
Understanding of regulatory framework for clinical trials (Good Clinical Practice, EU Clinical Trials Directive)	☒	☐
Experience of working in higher education or the NHS	☐	☒
Ability and willingness to learn new skills and work flexibly in a changing environment	☒	☐



Experience of working with HES data	☐	☒
Good organisational skills with the ability to prioritise your own workload effectively, work unsupervised and under pressure to meet deadlines	☒	☐
Other		
The role is subject to a criminal record check (DBS)	☒	☐
*The ability to meet UK 'right to work' requirements.	☒	☐

* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate






EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional Athena SWAN award for advancing gender equality and champion a number of EDI initiatives across the University. We also offer a number of development programmes including Springboard, Aurora and B-MEntor.
We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible Working

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about us can be found at:

www.qmul.ac.uk/ccpmg

Informal enquiries should be made to:

Name: Tom Abbott

Tel: 02035940351

Email: t.abbott@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place.

