Senior Research Associate in Trial Management and Delivery

1 JOB DESCRIPTION

Faculty / School or Division: Bristol Medical School, Faculty of Health & Life Sciences
Faculty/School or Division Address: Canynge Hall, Bristol, BS8 2PS

Job Family:	**Research and teaching**		
Grade/Pathway:	Grade J/ Pathway 2	**Salary range:**	£45,641-£51,258 per annum pro rata
Hours of work:	14 hours per week	**Contract type:**	Open ended with funding for 2 years between 30/11/2026 -29/11/2028
Work pattern:	Part time/0.4 FTE	**Vacancy Reference Number: ACAD108778**	

1.1 Main Job Purpose

Under the supervision of the Clinical and Research Teams, with day to day line management from the University of Bristol based co-investigators, the post holder will have the responsibility for the delivery of direct and indirect care and associated data collection for the In-BOAT trial. The postholder will work in accordance with The Centre for Healthcare Randomised Trials (CHaRT) (University of Aberdeen), academic sponsors and academic bodies University of Stirling and University of Aberdeen and the host trial site, Turning Point (Somerset), and in accordance with UK Clinical Trials Regulations and ICH-GCP. This study is for adults enrolled in drug treatment services for Opiate Agonist Treatment (OAT) with a co-existing benzodiazepine use disorder using DSM-5 criteria.

The trial aims to test the clinical effectiveness and cost effectiveness of a tailored diazepam maintenance intervention versus standard care (a tapering dose of diazepam). The RCT will determine which treatment results in greater reductions in use of street benzodiazepines amongst adults receiving OAT in the UK.

This position will involve recruitment activities including consent, delivering tailored psychosocial support relating to motivations for illicit benzodiazepine use including trauma, sleep, chronic pain, etc (using existing intervention materials) for those in the intervention trial arm, collection of accurate and confidential data, data entry, collection and sending of urine and oral fluid samples for toxicology testing and surveillance across participants in the intervention and control arms. Training will be provided.

The post holder will ensure the highest standard of care is delivered to research participants across both treatment arms, in partnership with all members of the site and central research teams.

The post holder will:

- Be based in Turning Point (Somerset) in either the Yeovil or Taunton Hub, depending on preference/convenience. Travel to the other hub is expected.
- Participate in the overall clinical management of patients involved in the In-BOAT trial
- Liaise with the local Principal Investigator to discuss diazepam dose throughout the intervention period.

1.2 Main Statement of Responsibilities

Research Responsibilities

- To participate in personal and professional development in order to acquire skills needed to implement study protocols. Training will be provided to support the postholder to undertake the duties below.
- Demonstrate comprehensive understanding of the research protocols and clinical interventions and procedures involved ensuring all work undertaken follows the research protocol and study design. Identify potential participants for the trial in liaison with Turning Point staff.
- Consenting participants who have been screened by the Principal Investigator and meet the eligibility criteria for the trial.
- Collecting questionnaire data from participants in both trial arms at baseline and monthly up to 12 months.
- Provide ongoing advice and information to participants to assist with the informed consent process.
- Utilise research skills to carry out study specific procedures ensuring patient safety is maintained.
- Carry out investigational tasks e.g. urine and oral fluid sample and processing; anxiety and depression, cognitive function, quality of life assessments.
- The post holder will be responsible for the collection of oral fluid and urine sample collection, safe storage and recording of samples and ensuring samples are sent using standard operating procedures.
- Ensuring that the processing and storage of biological samples meets the necessary requirements of the research protocol in order to make certain that safe handling and quality is assured.

Administration Responsibilities

- Maintaining trial data in collaboration with the site research team.
- Responsible for reporting adverse events and serious adverse events in a timely and effective manner at local level and escalate in line with protocol. May be required to respond to Principal Investigator, CHaRT and study sponsor.

Teaching Responsibilities

As this role is a Pathway 2 (Research) role, there are no formally specified teaching duties required of the role-holder. However, other commitments permitting, the role-holder may be given development opportunities to undertake activities such as teaching on Masters and Doctoral programmes and/ or supervising MSc dissertations within the Bristol Medical School, as appropriate.

Communications and Relationships

Internal communications

- Communicate and liaise with trial participants, their relatives (with consent) and the other members of the site research team involved in the delivery of care for trial participants.
- Communicate with the Chief, Principal and co-investigators and other site team members on a regular basis regarding participants and trial issues to update on progress to ensure the smooth running of the trial.

External communications

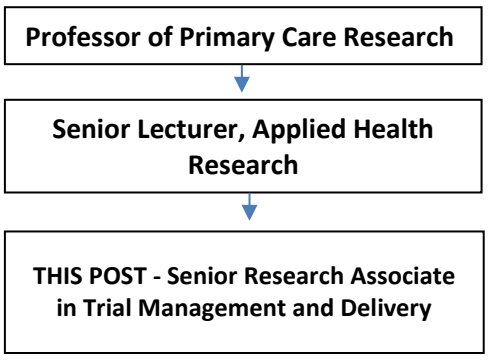
- Liaise with equivalent post holders and multi-disciplinary research teams at other trial sites.
- Liaise with sponsor and trial management organisations.
- Seek and maintain positive relationships with dispensing community pharmacies and patient GP, if required.

1.3 Relationships

Line Manager: Senior Lecturer

Line manager to (where appropriate):

1.4 Organisation Charts



1.5 Job Hazards/Safety Critical Duties (Pre-employment health screening)

N/A

2 PERSON SPECIFICATION

2.1 Relevant Experience, Skills and Knowledge

Essential

- Evidence of team working skills with the ability to work without direct supervision and use own initiative.
- Ability to prioritise workload and time management skills.
- IT skills.

2.2 Relevant Qualifications

Essential

- A PhD or near completion, or equivalent research experience in an academic, industrial or clinical setting equivalent to a PhD

Desirable

- First Level Registered Nurse, or equivalent or psychologist or previous clinical trial nurse experience with experience of the target patient group

2.3 Communication and Interpersonal Skills

Essential

- Effective communication and interpersonal skills.

2.4 Additional Criteria

Essential

- Evidence of Continuous Professional Development.

3 CAREER PATHWAY AND OTHER RELEVANT INFORMATION

3.1 Career Pathways

All members of academic staff have a clear career pathway involving a series of levels with distinct role profiles, each with its unique requirements. Each profile sets out what is expected of an academic at the particular level. The role profiles also set out a collection of competencies expected for each level. Promotion to the next level may occur after these competencies have been attained in conjunction with the expectations outlined in the Promotions Process and Academic Promotions Framework (APF) applicable to the role.

The academic pathways are as follows:

Career Pathway One - academic roles that combine teaching, research and administrative duties.

Career Pathway Two - academic roles focusing on research and associated administrative duties.

Career Pathway Three – academic roles focusing on teaching and associated administrative pathways

This post is located on Pathway Two. Role Summaries setting out what is expected of an academic at each particular profile level on pathway two can be found below. Please note that an appointment may be made at any level of the pathway.

A schematic diagram of the career pathways can be found at
http://www.bristol.ac.uk/hr/grading/academic/.

The University has two procedures for promotions depending on the level of promotion being applied for as follows:

Promotion up to Senior Lecturer / Senior Research Fellow
Promotion to Associate Professor or Professor

The procedure for Promotion up to Senior Lecturer / Senior Research Fellow describes the process for anyone on the academic career pathways and is based on the concept of readiness as determined with managers using the Academic Promotions Framework (APF). Eligibility for making a case for promotion is subject to:

1. Having a contractual expectation and meeting the performance requirements described in the Promotion up to Senior Lecturer / Senior Research Fellow process
2. Completion of a full year of service following appointment and successful completion of their Initial Service Review (ISR)
3. Meeting the expectations set out in the CREATE policy for those with teaching responsibilities (pathway 1 and 3), e.g. those seeking promotion to Senior Lecturer should achieve and have been formally notified of their Fellowship (ratified outcome) through the University's CREATE scheme before applying

The procedure for Promotion to Professor covers staff for promotion to profile level d2 (Associate Professor) and profile level e (Professor) on all pathways in the Academic Career Pathway framework.

3.1.1 Role Summaries

Research Associate (Level a)
Role holders at this level are concerned with *assisting* an individual research leader or team to conduct a particular study (or group of studies). They will generally be involved in data generation and/or collection using standard and well-defined methods developed by others. They will be working under close supervision by, and direction from, a more senior researcher, who will be ultimately responsible for the project. This may be the entry level for some staff who are expected to train and/or develop to take on more senior researcher roles. Role holders will be provided with academic and pastoral support within the department (including counselling on realistic career opportunities) and training will be available designed to develop their competences and to prepare them to take on more responsibilities associated with a higher grade.

Senior Research Associate (Level b)
Role holders at this level will be experienced and professional researchers (or have considerable professional experience) and will be specialists in a particular area or methodology, drawing upon knowledge gained from postgraduate research and/or working within a Level a role. They will be *associated* with a particular project (or projects) and will contribute ideas, and/or enhancement of techniques or methodologies. They will be expected to do some writing for dissemination outside the Department. They will still be working under supervision, but will be expected to take significant initiatives in their work and consult with the Principal Investigator over the details of the project. They may, where practical, contribute to the department's teaching, through supervision of projects, overseeing practical classes, or taking small group classes. They will be provided with academic and pastoral support within the department and training will be available designed to develop their competences (including counselling on realistic career opportunities) and prepare them to take on more responsibilities associated with a higher grade.

Research Fellow (Level c)
Role holders at this level will have substantial experience of research (normally not less than six years). They will initiate and take responsibility for some research projects and may be Principal Investigators or, where a Research Council does not permit this, act as though they were Principal Investigators. They will be involved in administration relevant to their projects (e.g. helping to prepare bids for research funding), managing other researchers and monitoring research budgets. They will be expected to be undertaking research individually and/or collectively and to be advancing the state of knowledge and understanding within their particular area of expertise. They will be publishing regularly in high quality outlets. They are likely to provide some teaching support for the department (consonant with the terms of their funding). They will be expected to be establishing a growing reputation within their particular research field and academic discipline and to be developing and demonstrating intellectual independence.

Senior Research Fellow (Level d)
Role holders at this level will have extensive experience in research and research management. They will normally be Principal Investigators, leading collaborative research bids and research teams, or driving forward innovative research themselves. They will be involved in scholastic projects (e.g. editing journals and academic books), and be making a significant leadership and/or management

contribution within their department or the wider university, to be participating in national/international academic networks and conferences. They may be transferring their knowledge through some teaching and/or supervision to undergraduate or graduate students (consonant with the terms of their funding). Role holders at this level will be independent researchers and will have an established national and growing international reputation within their academic discipline generally and research field in particular.

Professorial Research Fellow (Level e)

Role holders at this level will have very extensive experience of research leadership and related management/administration. They will enjoy a wide recognition for their expertise within the academic community internationally (as evidenced by conference invitations, journal editorships, office holding in specialist groupings, associations with appropriate Research Councils etc.). They will have made recognised and significant contributions to the developing knowledge and understanding of their research area. They will already have responsibilities for the creation, initiation, development and overall management of significant research programmes. They will 'profess' their discipline within the Department, as appropriate and consonant with the terms of their funding. They may also carry significant leadership roles within the Faculty or University.

3.2 Additional Statistical Information

N/A

3.3 Relevant Physical and Environmental Information

3.4 Key Contacts

Contact Type	Purpose of Contact
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