SENIOR RESEARCH CO-ORDINATOR

Candidate Pack

Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone.

- This role helps the Research and Innovation Team run research projects smoothly and on time.
- You will support doctors, nurses, and other staff with research tasks from start to finish.
- You will help organise meetings, keep records up to date, and make sure rules are followed.
- You will manage a small team and help with training and planning.
- You will help prepare for checks and audits to make sure everything is done properly.
- You will also help share research news online and at events.

Job Description

Job title:	Senior Research Co-ordinator
Grade:	5
Site:	The Royal Shrewsbury Hospital
Accountable to:	Research Governance and Quality Assurance Lead
DBS required:	Yes

Job Purpose

The main purpose of the role is to support the R&I Team and Research active clinicians with all aspects of research project administration and co-ordination from feasibility to archiving, according to Good Clinical Practice (GCP), protocols, Standard Operating Procedures (SOPs), Trust policies and national timelines.
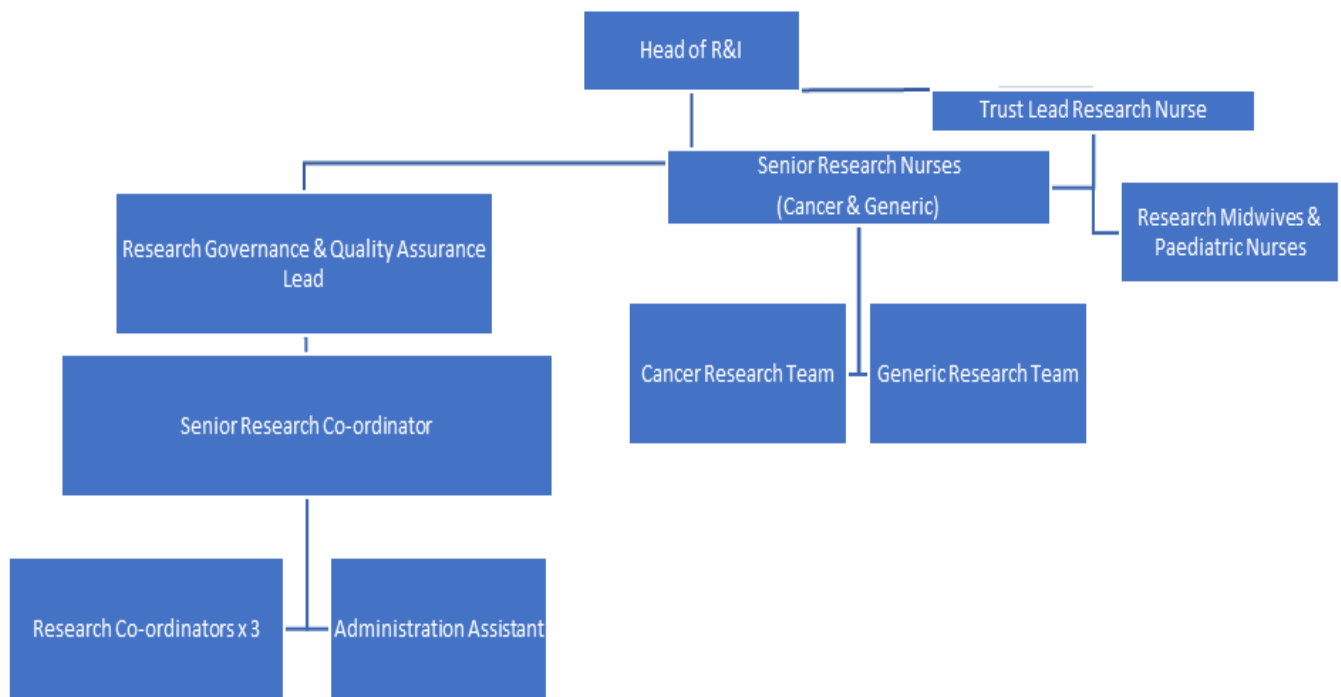
Main Duties and Responsibilities

The specific responsibilities will depend on the requirements of each team, but may include:

2.1.1	Act as a point of contact for the R&I team, research project sponsors, clinical research organisations and specific research teams, communicating directly with them regarding research project set up and general conduct.
2.1.2	Provide line management and support for the Research/Data Co-ordinator and Administration Assistant under the guidance of the Research Governance and Quality Assurance Lead.

2.1.3	Co-ordinate appropriate activities within an assigned team, under the guidance of the Principal Investigators, Research Nurses/Midwives and Research Governance and Quality Assurance Leads to: • Set up and initiate research projects. • Implement amendments. • Maintain investigator site files and essential documentation (paper and electronic) • Manage audit and monitoring schedules, actions, and completion. • Close down and archive research projects.
2.1.4	Arrange team and research project related meetings as required, producing minutes in a timely manner.
2.1.5	Ensure that data is available and up to date for any meetings related to a research project.
2.1.6	Support R&I Team with finance elements.
2.1.7	Attend project related meetings to convey the relevant information to the research project team.
2.1.8	Support the Research Governance and Quality Assurance Leads to develop inductions and training as appropriate.
2.1.9	Assist in the production of presentations and posters for national and local research related events.
2.1.10	Work closely with the R&I Team to ensure adherence to new SOPs and working procedures rolled out throughout the Trust.
2.1.11	Work in liaison with the with R&I Team to maintain and update the R&I intranet, internet and social media pages.
2.1.12	Support R&I projects as and when necessary.
2.1.13	Undertake any other tasks as deemed appropriate/necessary by the Head of R&I.
2.1.14	Complete quality improvement training, seeking opportunities to implement in daily workload and support others to do this.
2.1.15	Plan own day to day work, organising and prioritising own workload within the Trusts policies.
2.1.16	Have a good understanding of the EDGE system in order to support queries, audit, finance and completeness.
2.1.17	Support event planning for the R&I Team.

Organisational Chart

The Research and Innovation (R&I) department are responsible for overseeing all research that takes place at The Shrewsbury and Telford Hospital Trust. We have dedicated teams who provide support, advice, and guidance during the research process, from conception to completion. The R&I department is made up of professionals from a variety of disciplines including: Quality Assurance, Project Management and Data Management; Governance; Radiography; Nursing; Midwifery and Paediatrics

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                              │ Head of R&I │
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                                     │         │ Trust Lead Research Nurse│
                                     │         └──────────────────────────┘
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        │                                    ┌────────────┴─────────────┐
        │                                    │ Senior Research Nurses   │
        │                                    │    (Cancer & Generic)    │
        │                                    └──────────────────────────┘
┌───────┴──────────────────────────┐                                ┌──────────────────────────┐
│ Research Governance & Quality     │                                │ Research Midwives &       │
│ Assurance Lead                    │                                │ Paediatric Nurses         │
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┌───────┴──────────────────────┐        ┌──────────────────┐  ┌──────────────────┐
│ Senior Research Co-ordinator  │       │ Cancer Research  │  │ Generic Research │
└───────────────────────────────┘        │ Team            │  │ Team             │
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│ Research Co-ordinators  │  │ Administration Assistant │
│ x 3                    │  │                          │
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Person Specification

	Essential	Desirable
Qualifications	• Educated to degree level or can demonstrate equivalent relevant experience • Knowledge of Microsoft office, wide range of administrative systems and web based software acquired through NVQ level 3 or equivalent qualification/experience plus relevant practical experience.	• Business or management qualification.
Experience and knowledge	• Experience of managing junior staff. • Significant administrative experience. • Experience of supporting the business management process. • Knowledge and good understanding of GCP guidelines	• Knowledge of medical terminology. • Knowledge of the legislation related to research. • Knowledge of the research approval process • Experience of working in research administration. • Experience of NHS R&D approval processes. • Clinical research experience. • Experience of working in a health care environment • Knowledge and good understanding of the UK Policy Framework for

		Health and Social Care
Skills	- Excellent communication skills in order to communicate effectively with people from a wide range of professional and academic backgrounds. - Effective organisational skills demonstrated by a proven ability to prioritise, successfully initiate and complete work under pressure managing conflicting demands, interruptions, and deadlines. - Ability to work autonomously, managing own workload effectively, whilst working as part of a team. - Attention to detail. - Highly committed to developing and maintaining up to date knowledge of the NHS research process	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the

Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

disability confident LEADER

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ARMED FORCES COVENANT

SUPPORTING PARENTS OF PREMATURE BABIES CHARTER MARK
EMPLOYER WITH HEART
THE SMALLEST THINGS

MINDFUL EMPLOYER

MISCARRIAGE ASSOCIATION
Proud to have signed The Pregnancy Loss Pledge

VETERAN AWARE

STEP INTO HEALTH