RESOURCING/

Job Description:

Study Manager – Post Doctoral Researcher

Ref Number:	**SS0996**
Salary Scale:	**Grade 7: £32,600 - £37,768 per annum pro rata**
Contract:	**Fixed period until 31 July 2018 AND Part-time 0.8 FTE**
School/Department:	**Tizard Centre, Canterbury Campus**
Location:	**Hertfordshire Partnership NHS Foundation Trust in Little Plumstead, Norwich, Norfolk. University of Kent, Canterbury.**
Responsible to:	**Principal Investigator or nominee**
Closing Date for applications:	**31 August 2015**
Interviews are expected to be held on:	**08 September 2015**
Expected start date:	**01 October 2015**

The Role

This is a postdoctoral position. You will be employed as the Study Manager for the "People with AuTism detained within hospitals: defining the population, understanding aetiology and improving Care patHways (The mATCH study)" research study, which is funded by the National Institute for Health Research – Research for Patient Benefit funding stream. This study has three aims, 1) to further develop a proposed sub-typology for people with autistic spectrum conditions who are detained within hospital, 2) to test the validity of these subtypes, by examining the relationship between these subtypes, clinical data, and neurocognitive variables, and 3) to examine the relationship between these subtypes and patient outcome in order to understand the most appropriate care pathway.

You will have responsibility for supporting and organising the study, including the recruitment of participants and the collection of data. This is a three-year project working with collaborators from Hertfordshire Partnership University NHS Foundation Trust, Partnerships in Care Ltd, Leicestershire Partnership NHS Foundation Trust, and the University of East Anglia, as well as University College, London and other NHS Trusts and services for people with autism around the country. The successful post holder will be predominately based in Norwich, within Hertfordshire Partnership University NHS Foundation Trust at Little Plumstead, and the role involves frequent travel.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Key Accountabilities / Primary Responsibilities

- To take managerial responsibility for the mATCH study, reporting to the Principal Investigator.
- As part of this role, to monitor study progress against targets, facilitate and actively recruit participants, manage data, and maintain clinical record forms.
- The post holder will need to work autonomously and collaboratively with the study team and various recruitment sites.
- The post holder will also assist with any amendments to the study protocol and associated submissions for approval from NHS ethics and associated research governance committees.
- To provide supervision to any research assistants also working on the study.

Key Duties

- To ensure the wellbeing of participants at all times.
- To support and actively recruit participants into the study.
- To screen any participants for suitability to take part in the study.
- To carry out all assessments as required according to the study protocol according to Good Clinical Practice standards.
- To work collaboratively with the wider study team.
- To organise and plan meetings, communicate clearly and take responsibility for overseeing any study related administration when delegated.
- To support the process of applying for or gaining relevant NHS permissions for the study.
- Maintain accurate records of all study related documentation, including source data and Clinical Record Forms, including electronic Clinical Record Forms.
- To collect data from medical records and complete Clinical Record Forms.
- To support the process of reporting adverse events and serious adverse events.
- To develop and maintain knowledge of research governance procedures and Good Clinical Practice.
- To conduct all study related activities as necessary for each individual participant.
- To provide information about the study to potential participants, families, other stakeholders, including clinical staff and advocates.
- To take part in all study related meetings, including steering committee meetings.
- To provide formal reports on study progress against targets to the steering committee.
- To track and provide reports on accrual and upload appropriately.
- To assist and take part in any audit by internal or external regulatory bodies.
- To take responsibility for drafting any peer review publications.
- Such other duties, commensurate with the grading of the post that may be assigned by the Head of Department, Chief Investigator, or their nominee.

Health, Safety & Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Regular use of Screen Display Equipment

- Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies)
- Working in isolation
- You will also work with people with developmental disabilities who are detained in hospital under the Mental Health Act
- You may encounter people where there is a risk of challenging behaviour, including aggression

Internal & External Relationships

Internal: Dr Peter Langdon and other staff at the Tizard Centre and the wider university.

External: NHS Trusts, clinical staff, and service users; private sector hospitals, clinical staff and service users; academic staff from other universities, including Clinical Trials Unit staff.

Person Specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.

- **Qualifications / Training**

	Essential	Desirable
BSc (Hons) in Psychology or related discipline (e.g. social sciences) or equivalent experience	✓	
Doctor of Philosophy in Psychology or related discipline (e.g. social sciences) or Doctor in Clinical Psychology degree or equivalent experience	✓	

- **Experience / Knowledge**

	Essential	Desirable
Experience of and formal training in a range of psychometric tests (e.g. self-report, clinician rated) and knowledge of the associated strengths and weaknesses	✓	
Experience of working on funded clinical studies within health and/or social care settings		✓
Knowledge of the Principles of Good Clinical Practice	✓	
A valid Good Clinical Practice training certificate		✓
Experience with working with people with developmental disabilities	✓	

Experience of working as part of a research team	✓	
Awareness and knowledge of autistic spectrum conditions	✓	
Understanding and knowledge of the Mental Health Act		✓
Experience of inpatient hospital settings for people with developmental disabilities		✓
Experience and knowledge of the Mental Capacity Act	✓	
Knowledge of a range of study designs and associated methodologies (e.g. Randomised Control Trial, Qualitative Research Methodologies, Cohort Studies)	✓	
Knowledge of information governance and data protection	✓	
Experience of writing peer review publications	✓	
Knowledge of diagnostic criteria used for autistic spectrum conditions	✓	
Knowledge of the UK Medicines for Human Use (Clinical Trials Regulations) and associated EU directives		✓
Experience of seeking consent to take part in research studies from people who have developmental disabilities		✓
Experience of consensus methods		✓

- **Skills / Abilities**

	Essential	Desirable
Good IT skills, particularly Microsoft Office packages, SPSS and other data management packages	✓	
Ability to undertake statistical analysis	✓	
Ability to communicate and process confidential appropriately	✓	
Ability to work independently and as part of a team	✓	
Ability to converse in writing and personally to a range of stakeholders, participants, other groups and clinical staff using excellent communication skills	✓	
Ability to motivate and influence others	✓	
Ability to plan, initiate, manage and deliver research projects	✓	

Ability to manage own diary, resources, and work to deadlines.	✓	

- **Additional Attributes**

	Essential	Desirable
Commitment to deliver Equality, Diversity and Inclusivity in recruitment	✓	
Able to travel independently and timely	✓	
Friendly, adaptable, with a flexible approach to work	✓	
Ability to complete Breakaway Training	✓	