**Template for Advertising Research Support Posts**

***Instructions:*** *This template should be used for advertising research funded posts and completed by the Principal Investigator.*

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| **College** |  |
| **School/Research Institute/Centre/Unit** |  |
| **Post Title** | **Research Support Officer-Clinical** |
| **Project** |  |
| **Post Duration** |  |
| **Name of Principal Investigator /Reports to** |  |
| **HR Administrator** | *Please email advertisement to Laura McSweeney / Niamh Buckley in HR, email* [*l.mcsweeney@ucc.ie;*](mailto:t.eagles@ucc.ie)[*Niamh.buckley@ucc.ie*](mailto:Niamh.buckley@ucc.ie) |
| **HR Competition No.** | *To be completed by HR* |

## Information on the Unit

**Please insert a background or summary on the hiring unit**

***Position Summary***

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| **PI can insert an opening paragraph or introductory text on the Department or Research Centre or on the research position. The PI can include other duties and responsibilities which are specific to the post.** |
| **Salary: €xxxx** |

**Role Summary**

A Research Support Officer Clinical will work under the direction of a Principal Investigator/Project Leader to manage, co-ordinate and implement various clinical research studies to support the research project/area. This title will apply to a person of appropriate qualifications e.g. BSc, MSc of PhD employed for the purpose of supporting a research project/area.

**Key Duties and Responsibilities**

**Professional**

* Provide a high standard of clinical research work within a multi-professional research team.
* Ensure clinical research work is conducted in accordance with clinical research protocols.
* To regularly assess the needs of the research project/area and effect any changes as required.
* To participate in internal and external working groups to develop and share evidence based best practice.
* To undertake research, working under the direction of a Principal Investigator or their nominee in clinical areas to support the research project/area.

**Research**

* Manage, coordinate, organize and implement basic science and clinical trial protocols to support the research project/area.
* To ensure accurate collection and maintenance of all study records, including those of team members.
* To actively participate in recruiting patients for trials, liaising with other professional groups and research staff to achieve this as required.
* When appropriate, assist in the development of Standard Operating Procedures (SOPs) to support the research project/area.
* Facilitate effective communication of complex study information with all relevant research personnel, including: medical, nursing, administrative and pharmacy staff, as required.

**Management**

* Manage own workload, patient interviews and co-coordinating investigations and procedures and arranging any follow up necessary for complex research trials, as required.
* Develop effective working partnership with staff, ensuring the two-way flow of all necessary documentation and information.
* Report adverse events to Principal Investigator or his/her nominee and ensure completion of appropriate documentation.
* Inform the Principal Investigator or his/her nominee of any untoward incidents or problem areas affecting the research project/area.
* Compile information for and accurately complete project reports for delegated studies.
* Promote effective teamwork, initiate and support management of change within the research project/area, as required.
* Ensure safe use of equipment in the research area.

**Education & Development**

* Participate in teaching programmes for staff as required.
* Act as role model, encouraging staff to develop new ways of working.
* Assist/educate participants in research protocols and methodologies.
* Recognise and use spontaneous and formal learning opportunities and share knowledge and experience with other staff.
* Continue to maintain and develop personal and management skills by undertaking mandatory and other training as required.
* Support research staff in the implementation and organisation of basic science and clinical trial protocols when appropriate

***Additional duties and responsibilities will be reviewed by HR. Should you wish to include additional duties and responsibilities relevant to the role please include below:***

*The list of duties detailed above is not intended to be exclusive or restrictive and may be adjusted dependent on the area of research.*

**Criteria**

* A graduate qualification in a field or discipline relevant to the area of investigation i.e. BSc, MSc or PhD.
* Evidence of ongoing professional development.
* Demonstrable knowledge of good clinical practice.
* Clinical research experience/interest in clinical research.
* IT skills.
* Ability to work independently or as part of a team.
* Excellent verbal and written communication skills.
* Able to use initiative.
* Able to prioritise and deliver agreed objectives.
* Please note that Garda vetting and international police clearance check may form part of the selection process.

***Additional criteria will be reviewed by HR. Should you wish to include additional criteria relevant to the role please include below:***

For an information package including full details of the post, selection criteria and application process see <https://ore.ucc.ie/>.

Informal enquiries can be made in confidence to <NAME>, <TITLE>, <DEPARTMENT/CENTRE>, Tel: + 353 (0) 21 XXXXXXXXX; Email: [XXXXX@ucc.ie](mailto:XXXXX@ucc.ie)

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| Applications must be submitted online via the University College Cork vacancy portal (<https://ore.ucc.ie/>). Queries relating to the online application process should be referred to [recruitment@ucc.ie](mailto:recruitment@ucc.ie), quoting the job-title. |
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| Candidates should apply, in confidence, **before 12 noon (Irish Local Time) on Thursday, <DATE>.** |