

Job Description Supplementary Information Form

This form is for use when additional roles/duties are to be added to an individual's job which are not part of their generic job description. Any additional roles/duties must be compliant with Trust policy and allocated within legal context. Once completed, the form must be returned to the job evaluation team alongside the original job description, for final screening and approval and to ensure there is no impact on banding

Post holders name:

Post Title: Research Development Officer (ALLIANCE Study Manager)

Job Description:

Service: Research and Development

Department / Base: Hellesdon Hospital

Reporting / Accountable to: Research Development Lead-Adult

Briefly describe detail regarding additional roles/duties:

(a duty or task service specific not included in generic job description)

The Research Development Officer job description is provided only as a guide. Please see supplementary information below for the job description for the ALLIANCE Study Manager role. The job description is not intended to be a finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

Study management, including

- Obtaining necessary approvals, including REC and HRA, including amendments where necessary
- Preparing study materials and establishing procedures to ensure adherence to study protocols and administrative requirements. This includes coordination to develop the protocol and topic guides
- Site set up & liaison with sites
- Leading with the recruitment, training, appraisal, retention and supervision of study team members.
- Coordination between the wider research team, steering committee, study sites and funder
- Qualitative data management
- Acting as the first point of contact for all external and internal agencies.
- Any other ad-hoc tasks as requested by the Chief investigator(s)