

JOB DESCRIPTION

Job Details:

Job Title:	Research Data Administrator
Band:	4
Location:	Research Operations Office, Quadram Institute
Department:	Research and Development
Reports to:	Research Governance Co-ordinator
Accountable to:	Research Services Manager

Job Purpose:

The postholder is required to provide both administrative and data support for all research activity within the Research Operations Office based at NNUH. The post holder will work with the Research Study Officers to ensure that Trust-specific feasibility issues are fully considered and that studies are set up and approved in a timely manner, with access to the appropriate level of resources. They will assist and liaise with other Research staff, researchers, and users of the Research Operations Office, acting as a point of contact for study and data enquiries and information as appropriate.

They will be responsible for ensuring that data related to research activity is recorded, monitored, maintained, and reported in order to ensure data quality and accuracy in compliance with the UK Policy Framework for Health & Social Care. In addition, they will provide administrative support for a range of R&D activities.

They will support the maintenance and development of existing reporting systems. They will assist in adoption and integration of new reporting and processing systems, to maintain the Research office function in support of the Clinical Research Network (CRN) activity as appropriate and to provide information in support of research activity.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Dedication, Integrity, and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

Overview of Essential Responsibilities:

1. The post holder will be required to assist with all aspects of project management of hosted and sponsored research projects.
2. Resource, track and monitor the registration, approval, and status of research projects.
3. Undertake administrative tasks in relation to the registration, review and approval of research projects.
4. The post holder is responsible for ensuring that the approval of amendments to the study protocol is achieved in accordance with national and local guidance.
5. Processes data relating to individual research studies including data input, resolving data queries, verifying source data and accuracy. Reports and acts on any data anomalies in consultation with the Research Governance Co-ordinator and Research Services Manager.
6. Maintains accurate records and ensures completeness of research data stored on file and electronically. Regularly monitors data systems to ensure data quality and consistency.
7. Responsible for accurately logging receipt and progress of research projects, related amendments, and Expressions of Interest.
8. Provides regular reports on research activity, performance and quality as requested by the Research senior management team relating to specific projects and overall performance activity, e.g., for reporting to the NIHR, Research Oversight Board and for a variety of monthly meetings. Ensure that reports are prepared in a style that is comprehensible to staff / managers who might not be familiar with the database or the source data.
9. Prepares statistics and reports on research activity and data for dissemination to Trust committees, websites and newsletters as required.
10. Plans activities and prioritises workloads to ensure that queries, requests, and enquires are delivered to time and in accordance with timescales set at national and local levels.
11. Extracts and manipulates data from research database systems and uses Microsoft Office systems as appropriate to support data requests, both routine and non-routine, which may vary in their content and complexity.
12. Produce user guides for staff inputting data to ensure that data entry is accurate and consistent, highlighting any new data entry requirements and ensure that Research Governance Coordinator/Research Services Manager is aware of non-compliance.
13. Act as administrator for research database.
14. Provide training on research database to staff new to the R&D and wider

research teams.

15. Works to Trust policies and procedures and proposes changes to working practice within their own work area. Where appropriate they will support the development and implementation of these changes related to data management.
16. Liaises with staff in partner organisations across the Norwich Research Park and in other research offices within CRN: Eastern to ensure data quality.

Specific Additional Responsibilities:

17. Supports the Research Study Officers in providing information and advice to users of the service concerning submissions for research governance requirements, approval criteria and timelines.
18. Assists the Research Governance administrator in the processing of research passports and honorary contracts for research.
19. Provides an administrative service to support the R&D function which includes, ordering stationery, IT equipment and furniture.
20. Supports the activities of other Research Operations Office staff as required and may cover delegated activities for other colleagues when required (due to leave or other workload pressures).
21. Assists in the auditing of relevant ongoing research under the direction of the Research Governance Co-ordinator. Duties would include cataloguing of project documents, checking details in documentation and verifying source data documents.
22. Maintain an up-to-date knowledge of the UK Policy Framework for Health and Social Care and systems related to the National Institute of Health Research, Health Research Authority and Good Clinical Practice (GCP) for Clinical Trials. The post holder would be expected to undertake any training required relevant to these systems.
23. Understand and adhere to Trust policies and procedures.
24. Maintain patient confidentiality at all times.
25. To undertake other duties that the Directory of Research Operations and/or the Research Services Manager feel are appropriate.

Functional Requirements			
Direct face to face patient contact	No	Blood/body fluid exposure	No
Managing a team who hold professional registrations	No	Prevention and management of aggression	No
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	No

Manual handling	No	Frequent hand washing/wearing gloves	No
Night working/shift work	No	Chemical sensitisers	No
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	No

Job Specification:

	Essential/ Desirable	Means of Assessment Application Form/ Interview/Test
Qualifications/training and professional development		
Educated to Diploma level or have significant administration experience	Essential	Application/Interview
Knowledge of administrative procedures, project management, data analysis and database systems	Essential	Application
Good standard of education, with good levels of numeracy and literacy	Essential	Application
Evidence of continuing professional development	Essential	Application
Good IT skills; Detailed knowledge of Microsoft Office Suite, in particular Excel	Essential	Application
Experience		
Previous experience of working with databases, maintaining data quality, and providing database support	Essential	Application
Experience of working as part of a multidisciplinary team in a constantly changing environment	Essential	Application/Interview
Skills, Abilities and Knowledge		
Excellent verbal and written communication skills	Essential	Application/Interview
Ability to work both independently and as part of a team	Essential	Application/Interview
Strong organisational skills. Ability to manage own workload and work on own	Essential	Application/Interview

initiative		
Good analytical and problem-solving skills	Essential	Application/Interview
Good attention to detail	Essential	Application/Interview
Attitude/Aptitude		
A willingness to undertake further training	Essential	Application/Interview
Ability to work to strict deadlines and maintain concentration in a busy working environment	Essential	Application/Interview
Flexible approach to changing work priorities	Essential	Application/Interview
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application/Interview
Demonstrate Understanding and commitment to Equality, Diversity and Inclusion	Essential	Application/Interview

Reasonable adjustments will be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description currently indicates the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.