



**Post Specification (032154)**

<b>Post Title:</b>	Research Assistant (Clinical Research Data Coordinator)
<b>Post Status:</b>	2 Year Fixed Term Contract - Full Time
<b>Research Group/Department/School:</b>	Wellcome Trust-HRB Clinical Research Facility at St James's hospital (CRF)
<b>Location:</b>	Clinical Research Facility, St. James's Hospital, Dublin 8.  (This role may require some travel to additional Dublin hospital sites)
<b>Reports to:</b>	Quality and Regulatory Affairs Manager in the CRF
<b>Salary:</b>	IUA Salary Scale, Level 1, Point 10-12th (€27,142-€28,794) commensurate with experience
<b>Closing Date and Time:</b>	12 Noon on Thursday, 16 <sup>th</sup> March 2017

**Post Summary**

The Data Coordinator will be employed by Trinity College Dublin and will be a member of the Wellcome Trust-HRB Clinical Research Facility (CRF) team. As part of the core CRF team, the Data Coordinator will be responsible for providing data management services to researchers.

The Wellcome Trust-HRB Clinical Research Facility at St James's Hospital (CRF) is a partnership between Trinity College Dublin (Trinity) and St. James's Hospital Dublin and is funded by the Wellcome Trust and the Health Research Board (HRB). The CRF offers support services and facilities for the conduct of research projects ranging from investigator led studies to clinical trials involving investigational medicinal products across a wide disease spectrum.



### **Standard duties and Responsibilities of the Post**

- Provide clinical research data management support to CRF staff
- Management of study visit scheduling, resource allocation, study metrics and invoicing using CRFManager®
- eCRF completion in accordance with Good Clinical Practice and research study protocols
- Data clarification and query resolution
- Database administration
- Assist in the set up and maintenance of study site files and documentation
- Perform quality control checks on data entries and work sheets
- Write and review standard operating procedures in line with GCP and clinical data management guidelines
- Participate in site initiation meetings, monitoring visits and clinical trial team meetings
- Provision of staff training
- Facilitate regulatory and sponsor audits and assist in resolving findings
- Review and reporting of study metrics
- Reception support as required

Other duties and responsibilities may be specified from time to time at the discretion of the management

### **Person Specification**

#### **Qualifications**

- Degree in life science or healthcare related discipline

#### **Knowledge & Experience (Essential & Desirable)**

- Proficient in MS Office including Access and Excel
- Excellent verbal and written communication skills
- Keen problem solving skills and attention to detail



## Trinity College Dublin

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The University of Dublin

- Ability to work and communicate within a multi-disciplinary team
- Excellent time management skills and ability to work to deadlines
- Ability to work to own initiative
- Confidence and ability to understand and navigate new IT systems quickly

### **Desirable:**

- 1-2 years' experience in a clinical data management role
- Experience in using clinical data management systems

### **Further Information for Candidates**

Further information on the post can be obtained from [FSEEBALL@tcd.ie](mailto:FSEEBALL@tcd.ie)

URL Link to School	<a href="http://www.tcd.ie">www.tcd.ie</a>
URL Link to Research Group	<a href="http://www.sjhcrf.ie">http://www.sjhcrf.ie</a>
URL Link to Human Resources	

### **GARDA CLEARANCE:**

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Candidates will be required to complete and return a Garda Vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If a candidate is not successful in obtaining the post for whatever reason,



this information will be destroyed. If a candidate, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While candidates must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If a candidate has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Candidates will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the candidate left the relevant country. Candidates should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the candidate. Only original version documents will be accepted.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

It is the responsibility of the candidate to seek security clearances in a timely fashion as they can take some time. No candidate will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

[www.psni.police.uk](http://www.psni.police.uk)

[www.afp.gov.au](http://www.afp.gov.au)



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This website provides information on obtaining a national police clearance certificate for Australia

[www.courts.govt.nz](http://www.courts.govt.nz)

This website provides information on obtaining police clearance in New Zealand.

For other countries not listed above candidates may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to Human Resources where it will be copied and the original returned to the candidate by post. Any cost incurred in this process will be borne by the Candidate

### **Trinity College Dublin, the University of Dublin**

Founded in 1592, Trinity is at the nexus of tradition and innovation, offering undergraduate and postgraduate programmes across 24 schools and three faculties: arts, humanities, and social sciences; engineering, maths and science; and health sciences. Spread across 47 acres in Dublin's city centre, Trinity's 17,000-strong student body comes from all 32 counties of Ireland, and 16% of students come from outside the country. Of those, 40% are from outside the European Union, making Trinity's campus cosmopolitan and bustling, with a focus on diversity.

As Ireland's leading university, the pursuit of academic excellence through research and scholarship is at the heart of the Trinity education. Trinity is known for intellectual rigour, excellence, interdisciplinarity, and research-led teaching. Home to Nobel prize-winners such as scientist Ernest Walton and writer Samuel Beckett, Trinity draws visitors from across the world to its historic campus each year, including to the Book of Kells and Science Gallery which capture the university's connection to both old and new.



## Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Trinity accounts for one-fifth of all spin-out companies from Irish higher education institutions, helping to turn Ireland into an innovation-intensive, high-productivity economy. That culture of innovation and entrepreneurship is a defining characteristic of our campus as we help shape the next generation of job creators.

Trinity has developed significant strength in a broad range of research areas, including the 19 broadly based multi-disciplinary thematic research areas.



Ireland's first purpose-built nanoscience research institute, CRANN, houses 150 scientists, technicians and graduate students in specialised laboratory facilities. Meanwhile, the state-of-the-art Biomedical Sciences Institute is carrying out breakthrough research in areas such as immunology, cancer and medical devices.



## Trinity College Dublin

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The Old Library, which houses the Long Room, in Trinity is the largest research library in Ireland, with a collection of six million printed items, 500,000 maps, 80,000 electronic journals, and 350,000 electronic books. Some of the world's most famous scholars are graduates of Trinity, including writer Jonathan Swift, dramatist Oscar Wilde, philosopher George Berkeley, and political philosopher, and political theorist Edmund Burke. Three Trinity graduates have become Presidents of Ireland - Douglas Hyde, Mary Robinson and Mary McAleese.

Trinity is the highest ranked university in Ireland, and among the world's leading higher education institutions.

### Trinity College Dublin World University Rankings

#### Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 71<sup>st</sup> in the World and 21<sup>st</sup> in Europe in the 2013/2014 QS World University Ranking across all indicators.

#### Internationalisation

- Trinity is ranked 44<sup>th</sup> in the World in the Times Higher Education Top 100 Most International Universities.
- Trinity is 46<sup>th</sup> in the World in the QS World University Ranking 2013/2014 in terms of International Faculty.

#### Research Performance



## Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

- Trinity is ranked in the top 70 universities in the world in the Times Higher Education Ranking of World Universities in terms of overall research and in the top 75 universities in the world in terms of citations (research impact).
- Trinity ranks in the top 1% of research institutions in the world in the following 17 Essential Science Indicators fields (an increase of over 150% from 2004): Physics, Chemistry, Engineering, Social Sciences (General), Immunology, Neurosciences, Nanosciences, Materials Science, Pharmacy and Toxicology, Molecular Biology and Genetics, Biology and Biochemistry, Microbiology, Plant and Animal Science, Clinical Medicine, Agriculture, Psychiatry/Psychology, Environment/Ecology.

### **In the QS Faculty Rankings 2015\*:**

- Trinity is ranked 63rd in the world in Arts and Humanities.
- Trinity is ranked 69th in the world in Life Sciences and Medicine.
- Trinity is ranked 89th in the in Social Sciences and Management.

### **In the QS Subject Rankings 2015\*\*:**

Trinity College Dublin features in the world's elite (Top 200) institutions in 25 of the 28 subjects in which it was evaluated by the QS World University Rankings by Subject 2015. Of these, Trinity ranks in the top 100 in the world in 14 subjects and in the top 5 in the world in 5 subjects.

### **Top 50**

- Trinity is ranked 32<sup>nd</sup> in the world in English Language and Literature.
- Trinity is ranked 33<sup>rd</sup> in the world in Politics and International Studies.
- Trinity is ranked 39<sup>th</sup> in the world in History.
- Trinity is ranked 48<sup>th</sup> in the world in Biological Sciences.
- Trinity is ranked 49<sup>th</sup> in the world in Modern Languages.





### **Top 100**

- Trinity is in the top 100 in the world in Chemistry.
- Trinity is in the top 100 in the world in Computer Science and Information Systems.
- Trinity is in the top 100 in the world in Education.
- Trinity is in the top 100 in the world in Geography.
- Trinity is in the top 100 in the world in Law.
- Trinity is in the top 100 in the world in Medicine.
- Trinity is in the top 100 in the world in Pharmacy and Pharmacology.
- Trinity is in the top 100 in the world in Philosophy.
- Trinity is in the top 100 in the world in Psychology.

### **Trinity subjects ranked in the world top 101-200 (QS Subject Ranking 2015)**

Subject	Trinity Rank
Accounting and Finance	101-150
Business and Management Studies	101-150
Economics and Econometrics	101-150
Linguistics	101-150
Physics and Astronomy	101-150
Sociology	101-150
Engineering - Civil and Structural	151-200
Engineering – Electrical	151-200
Engineering – Mechanical	151-200
Environmental Sciences	151-200
Mathematics	151-200

\* QS 'Faculty' Rankings 2015: [www.topuniversities.com/faculty-rankings](http://www.topuniversities.com/faculty-rankings)

\*\* QS Subject Rankings 2015: [www.topuniversities.com/subject-rankings](http://www.topuniversities.com/subject-rankings)



## **Pension Entitlements**

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

## **Equal Opportunities Policy**

Trinity College Dublin, the University of Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.



**Trinity College Dublin**

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## Application Procedure

Candidates should submit a cover letter together with a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) to:

Name: Geraldine Quinn

Title: Senior Executive Officer

Email Address: [gquinn@tcd.ie](mailto:gquinn@tcd.ie)

Contact Telephone Number: 01 896 2241

**TRINITY COLLEGE DUBLIN, THE UNIVERSITY OF DUBLIN IS AN EQUAL  
OPPORTUNITIES EMPLOYER**

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**CURRENT VACANCIES**



**UNIVERSITY  
VACANCIES IRELAND**  
[universityvacancies.com](http://universityvacancies.com)