

Appointment details

## Assistant Project Manager – CRICKET Study



**Closing date**  
5 February 2016

Ref: R150025

# Contents

- ▶ About Aston University
- ▶ Welcome from Julia King, DBE FREng The Baroness Brown of Cambridge, Vice Chancellor & Chief Executive
- ▶ Job description
- ▶ Person specification
- ▶ Salary and benefits
- ▶ How to apply and the selection process
- ▶ Outline terms and conditions

## ▶ About Aston University

Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to industry, government and commerce. Professor Dame Julia King became Vice-Chancellor of the University in 2006.

### **Outstanding graduate employability**

Aston has been a leading university for graduate employment success for over 25 years. Over 75% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

Aston University is 14th in the UK for 'Top universities by graduate earnings', ahead of UCL, Bristol, Warwick and Loughborough. (The Telegraph, 2015).

### **Career focussed programmes**

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

### **Excellence in teaching and research**

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

### **International**

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year

Aston University is rated as one of the '100 most international universities in the world 2015.' (The Times Higher, 2015).

### **Birmingham – one of Europe's liveliest cities**

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

### **A green, sustainable campus**

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 9,500 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



## Welcome from Julia King DBE, Vice-Chancellor & Chief Executive

*Dear applicant*

The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty. Those universities able to adapt swiftly to a changing and increasingly competitive market will thrive. As a small, focussed University we have the advantages of agility, innovation and team working that some of our competitors do not. Our integrated placement year, our applicable, exploitable research, and our commitment to widening participation all help to make Aston distinct.

The 2014 Research Excellence Framework results reflect the 'world leading' and 'internationally excellent' research carried out by the many leading thinkers amongst our academic staff. Their research directly influences medical breakthroughs, advancements in engineering, policy and practice in government, and the strategies and performance of local and international business. The Times Higher Education REF rankings placed Aston University 35<sup>th</sup> in the UK and 78% of our submissions were judged to be World Leading or Internationally Excellent.

Teaching quality and the student experience must also continue to be an important focus. Like a number of other highly ranked institutions, we need to continue to improve student feedback and assessment, and we must continue to do all we can to address the needs of students.

We very much look forward to receiving your application and learning more about how you would contribute to Aston's continuing success.

A handwritten signature in blue ink that reads 'Julia King'.

Julia King, DBE FREng  
The Baroness Brown of Cambridge  
Vice Chancellor & Chief Executive

## ► Aston Medical School

Aston Medical School (AMS) aims to train tomorrow's doctors for a global community to meet the increasing demand in the UK and abroad for highly skilled medical practitioners and clinician scientists. Aston Medical School forms the fifth school of study within Aston University and complements the excellent expertise existing in the other four schools of the university. Aston Medical School is working in close partnership with a number of the regional NHS Hospital Trusts and many of the Primary Care practices to deliver a modern 21st century medical education.

Aston Medical School plans to open its doors to undergraduate medical students in the autumn of 2017, subject to regulatory approval by the General Medical Council. Once open, it will take approximately 100 students per year on a 5-year medical degree. All our graduates, in addition to obtaining an MBChB qualification, will also gain a 'mini MBA' certificate for enhanced leadership and management as part of their medical degree, providing them with the business acumen for their future career. Aston Medical School is working in close partnership with Aston Business School, which is one of only three UK business schools to have received the Small Business Charter Gold Award.

Aston Medical School has adopted a funding model that will allow it to provide a medical education to students that may otherwise struggle to access this opportunity and who come from schools with an Index of Deprivation >90%. The low cost to the public purse approach taken by Aston Medical School is backed by Trusts and Clinics throughout the region to encourage social mobility within the West Midlands. A total of 20 medical scholarships will be specifically earmarked for students within Birmingham and the Black Country from 'hard to reach communities'. The remainder will be open to international students, which will in-turn help to fund the scholarship programme. As a new school we are able to fully implement clinically oriented team-based and research-led teaching methods to meet the recommendation of The Shape of Training review and in line with the GMC's Tomorrow's Doctors.

All the activities within Aston Medical School affirm the mission of Aston University to be an international centre of excellence in learning & teaching, research and community engagement.

Aston Medical School will start to take postgraduate research students from October 2015. A university-wide Aston Medical Research Institute (AMRI) has been established to create a culture of discovery based exploitable research that transforms lives, and addresses global health challenges. The initial focus is on women's health and vascular complications of diseases such as dementia and diabetes. Aston Medical School is working in close partnership with the School of Life and Health Sciences whose primary focus is in subjects allied to medicine. Aston is ranked 1st in the UK for subjects allied to medicine in the 2014 Sunday Times University Guide.

Aston Medical School is committed to translational research and entrepreneurship ("from bench to bedside to business") with a view to take discoveries from invention through to practical application. At this stage of school's development, research interests are focused on the vascular basis of diseases, particularly in the areas of angiogenesis (how new blood vessels form from pre-existing vessels) and vascular protection. One area in which our academics have established world prominence is in developing new therapies for preeclampsia (StAmP Trial). Our current research projects are focused particularly on preeclampsia, taking a multi-dimensional approach to evaluating potential causes of the disorder and developing new therapies based on scientific discoveries.

### **Organisation**

The School is led by an appointed Executive Dean, Professor Asif Ahmed, Professor of Vascular Biology and Pro-Vice-Chancellor for Health at Aston University.

For more information, visit our website <http://www.aston.ac.uk/aston-medical-school> Click here to enter/paste text. No more than 2 columns, approx. half a page. If organisation structure is deleted you can use up to one full page. If more is needed prepare a separate document using the appropriate template.

## ▶ Job description

The primary purpose of the post is to support Professor Francisco Leyva (Chief Investigator) and Dr Nichola Seare (Director of AHRIC and Global Project Manager for CRICKET) in the successful delivery of the Clinical Trial:

**“CRT Improved Clinical Response UK Trial (CRICKET)”**

The multi-centre trial is Sponsored and led by Aston with funding from LivaNova.

The core role of the Assistant Project Manager will be to support the Project Management of the CRICKET study by providing administration support and liaison with the study sites.

Additionally the Assistant Project Manager will from time to time support the Director of AHRIC in the delivery of other clinical trials which form part of the AHRIC Clinical Trials Portfolio.

## Responsibilities

### **CRICKET**

- ▶ To support the Chief Investigator and Director of AHRIC in establishing the administrative framework to deliver CRICKET.
- ▶ Maintaining the Sponsor File for the study and associated electronic data/documents.
- ▶ Ensuring documentation is in place at all sites throughout the trial to deliver the study in accordance with the Protocol and Good Clinical Practice.
- ▶ Monitoring recruitment and patient visits and processing associated payments to study sites.
- ▶ Facilitating Monitoring and Audit visits.
- ▶ Participating in Site Initiation Visits – providing details of the administrative arrangements for the trial.
- ▶ Supporting the CRICKET Statistician in verifying data quality.
- ▶ Arranging project meetings and taking and distributing minutes from the meetings.
- ▶ Undertaking administration duties to support the delivery of Sponsorship by Aston e.g. issuing sub-contracts, ethical committee reporting.
- ▶ Supporting patient recruitment and patient visits.

### **AHRIC Clinical Trial Portfolio**

- ▶ Supporting the Director of AHRIC in developing Standard Operating Procedures.
- ▶ Supporting the Project Management of AHRIC Portfolio Clinical Trials.



## ► Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	A Science Degree. Good Clinical Practice Certificate.	Application form
<b>Experience</b>	Project Management Support – Clinical Research. Participation in clinical trials of medical devices. Experience of delivery of clinical trials.	Application form, interview and presentation
<b>Aptitude and skills</b>	Excellent interpersonal and communications skills. Able to plan and organise own workload and to work with little supervision. Influencing and negotiating skills. Ability to work within the Good Clinical Practice Framework to deliver clinical research. Excellent records management skills.	Interview and presentation
<b>Other</b>	Able to travel to external clinical trials sites.	Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	Project or Clinical Trials Management qualification.	Application form
<b>Experience</b>	Database Management. Working clinically or within a research project with pacemakers. Financial management and invoicing.	Application form, interview and presentation

## ▶ Salary & benefits

This post is offered on a full time, fixed term basis for a period of 2.5 years. The appointment is Grade 7 and the salary range for this grade is £25,023 to £29,847 per annum.

<b>Holiday entitlement</b>	30 days per annum, in addition to 13 days public and university holidays.
<b>Pension</b>	Eligible staff are offered a defined benefit pension with the University Superannuation Scheme.
<b>Contribution pay</b>	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.
<b>Relocation</b>	Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment.

Visit our website: [aston.ac.uk/hr](http://aston.ac.uk/hr) for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

## ▶ How to apply and the selection process

Please visit our website [aston.ac.uk/jobs](http://aston.ac.uk/jobs) to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

**Closing date for applications** 5 February 2016

**Interview date** TBC

Please contact Dr Nichola Seare, the Global Project Manager, for an informal discussion about the role.  
Tel: +44(0) 121 204 3325, Email: [n.seare@aston.ac.uk](mailto:n.seare@aston.ac.uk)

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Sarah Carey  
HR Advisor for the School of Life & Health Sciences  
Human Resources  
Tel +44 (0)121 204 4581  
[s.j.carey@aston.ac.uk](mailto:s.j.carey@aston.ac.uk)

Deborah Walker  
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[d.walker1@aston.ac.uk](mailto:d.walker1@aston.ac.uk)

## ► Outline terms and conditions of the appointment

<b>Qualifications</b>	Successful candidates will be required to produce evidence of their qualifications upon joining the University
<b>Medical clearance</b>	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
<b>Eligibility to work in the UK</b>	<p>Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.</p> <p>Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the <a href="#">points-based calculator</a> on the UK Visas and Immigration website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.</p>
<b>Document checks</b>	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the <a href="#">UK Visas and Immigration website</a> .
<b>Equal opportunities</b>	<p>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
<b>Data Protection Act 1998</b>	<p>Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.</p> <p>Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</p>
<b>Disclosure and Barring Service (DBS)</b>	Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.



Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).

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