University of Edinburgh

Job Description Template

1. Job Details

Job title: Data Processor/Clerical Assistant
School/Support Department: Molecular & Clinical Medicine
Unit (if applicable): Department of Clinical Neurosciences
Line manager: Divisional Administrator

2. Job Purpose

To keep trial databases up to date and in general provide clerical support.

3. Main Responsibilities

1. Data entry for GALA and CLOTS trials. 75%
2. Taking randomisation phone calls/faxes for the above trials. 5%
3. Sending reminders to, or faxing, non-UK centres when Doppler report forms for the CLOTS trial are overdue. 5%
4. Checking GALA stationery stock and ordering stationery when necessary. 5%
5. Filing. 5%

4. Planning and Organising

This is essentially dependent on how much data there is to be input and whether the sending out of trial listings is imminent.

5. Problem Solving

This is ultimately up to the Trial Co-ordinators. However, I may have to question whether the data on forms is appropriate and find a way of ensuring that it is. (In the GALA trial, this would involve consulting the Data Manager.)

6. Decision Making

This refers back to No. 4 and organisation of workload. Would reach decision after speaking to the Trial co-ordinators.

7. Key Contacts/Relationships

With Trial Co-ordinators to prioritise work and with fellow members of the Trial Support Team, mostly on any difficulties arising from forms.

8. Knowledge, Skills and Experience Needed for the Job

A methodical approach, computer keyboard skills, a good eye for detail.
9. Dimensions

10. Job Context and any other relevant information