Job Description

1. Job Details

Job title: Research Manager

School/Support Department: Edinburgh Cancer Research Centre

Unit: Edinburgh NTRAC Centre (WTCRF, WGH)

Line manager: Edinburgh NTRAC Lead

(Different Location from Job-holder)

2. Job Purpose

To deliver the aims of the Edinburgh NTRAC Centre through day-to-day operational management of the NTRAC team, as well as feeding in to inform strategic management decision-making and maintain close contact with stakeholders. Facilitating delivery of current translational research in Edinburgh and enhancing future research endeavours, including directly increasing accrual to clinical trials.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>Approx. % of time</th>
<th>Main Responsibilities</th>
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<tbody>
<tr>
<td>40%</td>
<td>1. The post-holder is responsible for developing practical, ethically robust systems for assembly of cohorts of cancer patients, sampling and storing relevant biological materials; storage, as well as the manipulation and analysis of electronic data stored on consented patients.</td>
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<tr>
<td>10%</td>
<td>2. Managing and co-ordinating the activities of the Edinburgh NTRAC team to ensure the delivery of the core aims of the Edinburgh NTRAC Centre.</td>
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<tr>
<td>10%</td>
<td>3. Operational management of the development of practical ethically robust systems for assembly of cohorts of cancer patients, sampling and storing of relevant biological materials; storage, manipulation and analysis of e-data stored on consented patients.</td>
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<td>5%</td>
<td>4. Coordination of and contribution to writing bids to win research grants for associated translational research, and continuation of the Centre.</td>
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<td>5%</td>
<td>5. Management of the finances of the Edinburgh NTRAC Centre in consort with University and NHS systems, so that spending is in accordance with award conditions.</td>
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<td>10%</td>
<td>6. Manage the provision of infrastructure and rigorous experimental protocols so that high quality data from clinical trials and clinical studies will be collected.</td>
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<td>10%</td>
<td>7. Auditing and preparation of documentation in line with current legislation to obtain necessary approvals and meet MHRA standards for inspection purposes.</td>
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<td>5%</td>
<td>8. Work with Scottish NHS partners and NTRAC e-scientists to develop and manage computer grid systems to underpin post-genomic translational research linking clinical, pathological, treatment, molecular, biological and genetic data.</td>
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<tr>
<td>5%</td>
<td>9. Operational reporting to the NTRAC Lead and periodic strategic reporting to the Edinburgh NTRAC Executive Committee.</td>
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4. Planning and Organising
Planning of deadlines for provision of infrastructure and protocols for clinical studies for 4 years in outline and 1-2 in detail.
Estimate income and expenditure of unit annually and ensure spending is in accordance with 4/5 year award conditions.
Line-manage multidisciplinary team through formal weekly meetings and report back progress to executive committee.

5. Problem Solving
Due to the multidisciplinary nature of the centre it is imperative that the job-holder liaises with all parties involved to ensure that systems and protocols are in place before a study commences, some of which may be to a tight deadline.
The job-holder is responsible for the observance of current regulations, which incorporates University and NHS policy, as well as national and international legislations, by providing guidelines and protocols.
In view of the complexity of the centre it is inevitable that conflicting requests will occur, it is the job-holder’s responsibility to reconcile these with the core centre aims.

6. Decision Making
The job-holder decides on the allocation of resources and/or staff to projects to reach the centre’s targets.
Decides on the policies, guidelines and protocols for the centre as well as the content and implementation of systems.
Researches and selects appropriate methodologies and advises executive committee on feasibilities.

7. Key Contacts/Relationships
The job-holder has close interaction with the NTRAC Lead and Executive Committee, the NHS R&D, the Wellcome Trust Clinical Research Facility (WTCRF), and all other stakeholders.
Represent the Edinburgh NTRAC Centre in workshops and conferences involving international peers.
Negotiate with funding bodies on allocation and direction of funds.
Advising Clinical and Academic staff within the Edinburgh Cancer Centre and Edinburgh Cancer Research Centre on appropriate protocols and technical support.

8. Knowledge, Skills and Experience Needed for the Job
Masters degree in Business (with a scientific background) or Science (with a business background); 5 years relevant experience in management of multidisciplinary team; Excellent interpersonal skills and ability to motivate a highly skilled team from various backgrounds;
Knowledge/understanding of clinical, laboratory and computing issues relating to translational cancer research; Experience of financial management, both NHS and academic clinical/administrative; Ability to develop and implement Standard Operating Procedures across a range of activities, including clinical, laboratory and electronic data management.
Strong background in computing systems; Experience of clinical data systems and clinical trials; Knowledgeable of NHS and University computing networks.

9. Dimensions
Line manager for 6 staff: 2 e-scientists (AR1A, AS3), 1 database manager (AS1), 2 senior research nurses (NHS F-grade) and 1 technician NHS (MLSO1).
Manage external research funding over period of grant (£1.2 million).
The job-holder interacts directly and indirectly with staff from both the Edinburgh Cancer Research Centre (UoE) and Edinburgh Cancer Centre (NHS).

10. Job Context and any other relevant information
The job-holder operates in a wide ranging, multifaceted environment, often requiring specialist knowledge of a particular technical field (i.e. e-science, database management, legislation).
The nature of the Edinburgh NTRAC Centre dictates the need for lines of communication with several major research groups within the School of Molecular and Clinical Medicine and the wider environs of the University of Edinburgh, as well as Clinicians and groupings within the LUHD and externally (i.e. SCRN, SCAN, ISD, NTRAC, CRUK, NCRI, NCRN).

The Edinburgh NTRAC Centre collects patient details and biological materials thus requiring to abide by the Data Protection Act, Caldicott approvals, ICH Good Clinical Practice guidelines and MHRA requirements to name but a few.