

## Candidate Information

<b>Position:</b>	Project Administrator
<b>School/Department:</b>	School of Medicine, Dentistry and Biomedical Sciences
<b>Reference:</b>	24/112006
<b>Closing Date:</b>	Monday 8 July 2024
<b>Salary:</b>	£33,785 - £38,765 per annum.
<b>Anticipated Interview Date:</b>	Friday 9 August 2024
<b>Duration:</b>	Fixed term until 31 October 2025

### JOB PURPOSE:

This post is to assist with the administration, recruitment and collection of data from, study participants (pregnant women) as part of the RESPIRE project which is examining the effects of outdoor and indoor air pollution on mothers and babies. This will entail working with hospital clinic staff to contact and recruit mothers attending maternity clinics in Northern Ireland, gaining consent for participation and data collection and entering relevant data into the study database.

Due to the nature of the work, the candidate will need to travel by car (or be able to meet the mobility requirements of the post) and work flexibly to ensure successful recruitment and follow up of trial participants.

### MAJOR DUTIES:

1. Recruit to target adhering to ethics approved protocol and regulatory guidelines.
2. Work closely with and support the study PIs to help with recruitment and data collection.
3. Feedback recruitment progress to study team.
4. Recruit study participants and complete baseline assessments as appropriate.
5. Put in place arrangements for later assessments and indoor air quality monitoring following the protocol.
6. Ensure all data collected are appropriately stored and managed so that research governance is maintained and data are kept confidential.
7. Observe the confidentiality of participant information at all times, in accordance with the Data Protection Act and to ensure that all study documentation is kept in a clearly trackable system and is stored confidentially.
8. Enter data into the study database.
9. Work with the study team and hospital clinical staff to identify people to interview, and keep fieldwork notes to responder bias analysis.
10. Assist the study team with tasks to ensure trial interim and final reports are produced on time.

### ESSENTIAL CRITERIA:

1. Relevant academic or vocational qualifications e.g. 2 A Levels or equivalent or NVQ Level 3 in Administration or Business Management or equivalent. OR;  
\* Significant vocational/relevant experience, to include at least 4 years in the successful management of an organisation dealing with data management and research in a competitive research environment.
2. \*Specific relevant experience to include:
  - Experience of recruitment of project participants and data collection.
  - Experience recruiting, retaining and engaging with participants for research.
  - Proven ability to work in a multi-disciplinary environment.
3. Excellent planning, organisation and networking skills.
4. Excellent verbal and written communication skills.
5. Excellent inter-personal skills; the ability to communicate effectively in a polite and diplomatic manner with people at all levels.
6. Ability to elicit information from, and form a rapport quickly with, study participants.
7. Ability to undertake potentially stigmatising conversations sensitively and using non-judgemental language.

8. Good IT skills.
9. Evidence of ability to deal competently with administrative tasks.
10. Evidence of ability to maintain accurate and organised computer and manual records.
11. Skilled in systematic data collection according to protocol.
12. Evidence of ability to write reports and meet deadlines.
13. Evidence of ability to prioritise workloads and work under pressure to meet deadlines.
14. Understands confidentiality and the how this should be applied to the workplace.
15. Understands research governance guidelines and the need to comply with study protocols.
16. Clear and confident communicator.
17. Confident demeanour.
18. Ability to give formal presentations.
19. Ability to act decisively and confidently.
20. Ability to take initiative, work independently and as part of a team.
21. Ability to work to deadlines.
22. Comfortable talking to men in disadvantaged community settings.
23. Ability to work outside normal hours when necessary.
24. Full, current, valid driving license with access to a car or ability to meet the mobility requirements of the post.
25. A willingness to travel to meet the needs of the post, which will include travel across Northern Ireland.

**DESIRABLE CRITERIA:**

1. \* Experience of governance issues relating to the recruitment of study participants.
2. \* Experience of collecting research data from adults in community or clinical settings.
3. \* Experience of working with individuals in disadvantaged communities.
4. Understands randomised controlled trials, equipoise and randomisation and can explain this to women / participants / potential participants.

**ADDITIONAL INFORMATION:**

Informal enquiries can be made to Ms Clare Jess: [c.jess@qub.ac.uk](mailto:c.jess@qub.ac.uk)