

## EMPLOYMENT CRITERIA / PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

<b>Post Title</b>	Assistant Clinical Research Project Manager / Study Manager	<b>Directorate/Department</b>	Southampton NIHR Biomedical Research Centre
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### Assessment Method Key

(Note for candidates: This is not an exhaustive list and if you have any questions about the assessment methods listed, please contact the team member named on the job advert.)

<b>Interview</b>	These criteria will be assessed during an interview, should you be shortlisted.
<b>Application</b>	These criteria will be assessed at shortlisting; therefore anything not advised in your application can not be scored.
<b>Presentation</b>	During an interview you may be asked to produce a presentation, this is when these criteria will be assessed.

### Physical requirements of the post

Requirements	Assessment Method	Essential	Desirable
Health and physical abilities sufficient for the post (if necessary with reasonable adjustments with respect to the Equality Act/Disability Discrimination Act).	Application	X	

### Qualifications / training required

Requirements	Assessment Method	Essential	Desirable
Educated to degree level or equivalent	Application	x	
Specialist qualification or significant experience In Project Management	Application and Interview	x	
Evidence of on-going professional development	Application and Interview	x	
International Conference on Harmonisation/Good Clinical Practice (ICH/GCP) training	Application	x	

### Previous or relevant experience necessary

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<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Experience in research management	Application and Interview	x	
Research background	Application and Interview	x	
Advanced understanding of Microsoft applications for managing and analysing information, e.g. Word and Excel	Application	x	
Awareness of current legislation regarding research governance issues	Application and Interview	x	
Significant experience in conducting or organising clinical research trials within NHS setting	Application and Interview	x	
Recent experience in project management of large/complex studies	Application and Interview	x	
Knowledge of UK Framework for Health and Social Care Research	Application and Interview	x	
Recent NHS experience	Application		x
Experience of managing a study portfolio within a large organisation	Application and Interview		x
Experience or a detailed knowledge of the UK trial regulatory submission process	Application and Interview		x
<b>Aptitudes and skills required</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Motivation for research	Application and Interview	x	
Exceptional attention to detail	Application and Interview	x	
Good organisational skills	Application and Interview	x	
Able to work alone or as part of a team	Application and Interview	x	
Able to prioritise tasks and cope with deadlines	Application and Interview	x	
Proactive attitude	Application and Interview	x	
Clear and polite verbal communication	Application and Interview	x	
Ability to work under own initiative and independently outside the department without direct supervision.	Application and Interview	x	
Mature and sound judgement, with ability to solve problems	Application and Interview	x	

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Special requirements of the post			
Requirements	Assessment Method	Essential	Desirable
Ability to attend training courses and meetings on and off site	Interview	x	
Values and behaviours			
Requirements	Assessment Method	Essential	Desirable
Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> <li>• Patients First</li> <li>• Always Improving</li> <li>• Working Together</li> </ul>	Application and Interview	X	