

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.

Post Title	Clinical Trials Administrator	Directorate/Department	Div C
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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.)

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

Qualifications / training required

Requirements	Assessment Method	Essential	Desirable
A level or equivalent experience.		X	
Evidence of continuing professional development.		X	
NVQ 3, City and Guilds certificate level in business administration or evidence of equivalent experience.		X	
ICG GCP training			X
IT related qualifications			X

Previous or relevant experience necessary

Requirements	Assessment Method	Essential	Desirable
Extensive business administration experience which demonstrates the understanding of key functions to providing an admin support.		X	
Previous experience in clinical trials activities.		X	
IT literate in Microsoft Office software (including Word and Excel)		X	
Experience of data management.		X	
Experience in managing complex information or projects.		X	
Capable of oral, written and electronic communication.		X	

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Logical and consistent work and career pattern.		X	
Previous research experience.			X
Experience of working within the NHS			X
Experience of working in a clinical research, R&D, healthcare environment.			X
Experience of working independently and as part of a team.			X
Aptitudes and skills required			
Requirements	Assessment Method	Essential	Desirable
Motivation for research			
Ability to work under own initiative and independently outside the department without direct supervision.			
Ability to prioritise tasks and cope with deadlines.			
Ability to communicate clearly and effectively within a team.			
Able to demonstrate customer care skills.			
Ability to demonstrate a flexible and highly organised approach with an eye for detail.			
Ability to deal tactfully and efficiently with a wide range of people face to face and on the telephone.			
Ability and willingness to handle confidential information without compromising confidentiality or trust.			
Ability to work efficiently; stay calm and reliable when under pressure.			
Adaptable, particularly able to work in busy, noisy and changing environment.			
Able to work on own initiative or as part of a team.			
Values and behaviours			
Requirements	Assessment Method	Essential	Desirable
Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> Patients First Always Improving Working Together 	Application and Interview	X	