

**JOB DESCRIPTION**

**Clinical Research Governance Administrator**

**Vacancy reference: 0498-24**

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| **Job Title:** **Clinical Research Governance Administrator** | **Present Grade:** 6 |
| **Department/College:** Research Services, in the Research and Enterprise Services (RES) Division |
| **Directly responsible to:** Clinical Research Governance Officers  |
| **Supervisory responsibility for:** None |
| **Other contacts****Internal:**Faculty Associate Directors for Research, departmental Directors of Research, academics, clinical research staff, other members of Research and Enterprise Services, Governance and Information Security staff. **External:**Academics, clinicians and professional service staff at other Universities and NHS Trusts; staff in NHS Trust R&D departments; and Clinical Trial Unit staff.  |
| **Job Purpose:**The Clinical Research Governance Administator will have responsibility for all aspects of administration associated with Clinical research procedures specifically within the university.**Main Duties:**1. Manage and support the review of applications for clinical review submitted to the Sponsorship e-mail. Accountable for efficient and effective functioning of the clinical sponsorship committee including: initiation and preparation of agendas, distribution of committee papers, recording and preparing accurate minutes, execution of all decisions of the committee and preparing reports and briefings as required.
2. Screen submitted applications for clinical approval to ensure applications are complete and allocate them to Clinical Research Governance officers and then reviewers. Including collating feedback from reviewers and monitoring the process.
3. Responsible for general correspondence to researchers regarding the decisions of the sponsorship committee including approvals, conditional approvals and other correspondence related to protocols and modifications, adhering to set deadlines.
4. Record and file correspondence from external bodies relating to Sponsorship approval of projects, through project life cycle. Send copies of correspondence where required to principal investigators, Chair of Sponsorship committee, sponsor representative etc.
5. Respond to general queries and provide accurate and timely advice in relation to matters about sponsorship applications and the university procedures. Proactively keep track of open queries and requests for approvals. Request additional documentation as required and follow up outstanding items where amendments are requested.
6. Assist the ongoing development of sponsorship processes and culture, for example by the introduction and implementation of new operating procedures, policies and systems, and by participating in relevant personal training and developmental activities.
7. Liaise with the Research Development Officers and other relevant staff in facilitating the internal sponsorship review process for proposals being submitted to external funding agencies.
8. Manage and update centrally held key information relating to Sponsorship review including the regular upkeep of the digital review system, and ensure documents and links on the central and faculty websites are up to date.
9. Provide reports as required on activities of the sponsorship regular reports to Chair of the University Sponsorship committee on projects reviewed by the reviewers. Including an audit plan and Human Tissue Audit log. Destroying records in accordance with legislation or notifying researchers.
10. Provide advice and support to the LU community on Clinicial and Governance processes process, including delivering training relating to sponsorship and provide induction for new members of the Sponsorship Committee.
11. Manage ongoing monitoring processes for projects throughout their lifecycle and administer monitoring and ad hoc reviews and booking monitoring visits.
12. Undertake other such duties, commensurate with the role, as required by their Line Manager.
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