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**Clinical Research Governance Administrator**

**Vacancy reference 0498-24**

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| Criteria | Essential / Desirable  | Application Form/ Supporting Statements/ Interview |
| Experience of conducting or supporting research activities | Essential | Supporting statements/ Interview |
| Ability to plan own workloads and deliver to deadlines when working in a pressured environment | Essential | Supporting statements/ Interview |
| Demonstrated ability as self-motivated, initiative taking individual with an interest in personal development | Essential |  Interview |
| Experience of handling confidential information and knowledge of data protection legislation  | Essential | Interview |
| Excellent oral and written communication skills with a demonstrated ability to communicate with a diverse range of people | Essential | Application form / Interview |
| Experience of dealing with a range of customer queries/concerns in a professional manner | Essential | Supporting statement / Interview |
| Demonstrated ability to build successful working relationships and to work as a cooperative team member  | Essential | Supporting statement / Interview |
| Excellent computer skills including good working knowledge and experience with Microsoft Word, Microsoft Excel (or similar) | Essential | Interview |
| Experience of committee servicing, including committee processes and operations and minutes taking skills | Desirable | Interview |
| Experience of Clinical research including managing the process or regulatory requirements. | Desirable  | Interview |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicant are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.