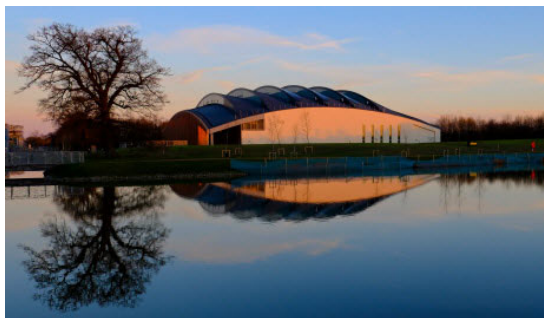


# Senior Study Coordination Assistant

MRC Epidemiology Unit

Closing date: 24<sup>th</sup> November 2024

Job Reference: SJ43893



# Senior Study Coordination Assistant

**Salary:**

£29,605-£33,966 per annum

**Contract:**

Fixed Term

**Location:**

Cambridge

**Faculty / Department:**

MRC Epidemiology Unit

**Responsible to:**

Jenny Woolston

**Working Pattern:**

Part Time

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

**Purpose of the role**

The MRC Epidemiology Unit is seeking to appoint a Senior Study Coordination Assistant who will support the coordination of the research studies at the Cambridge Epidemiology Trials Unit (CETU). The post-holder will predominantly work on the Diet and Eating Behaviours across Early Adulthood Transitions (DEBEAT) study which is led by Dr Eleanor Winpenny and Dr Esther van Sluijs, and the new Supporting Weight Management (SWiM) study led by Dr Amy Ahern.

The DEBEAT study collects data remotely on adolescents to capture changes in diet and eating behaviours as they transition into early adulthood. At wave 1 of the project, approx. 2000 17-18 year olds were recruited and asked to complete a series of online questionnaires and diet recalls. All participants are now being invited back at wave 2 (12 months later) to complete similar questionnaires and diet recalls so any changes can be captured. The post-holder will be responsible for the day to day running of the DEBEAT study, including data imports of questionnaire and diet data and answering participant queries.

The SWiM study is a new randomised controlled trial of a guided self help programme for weight loss maintenance, which will start in Spring 2025. Approx 1800 adults who have recently completed a weight loss programme will be randomly allocated to the SWiM programme or a control group and followed up for two years. All data collection will be done remotely using digital tools and online questionnaires. The post-holder will work under the supervision of the Study Coordinator to support day to day running of the SWiM study, including recruitment and monitoring of data collection and participant retention.

As well as working on the aforementioned studies, the post-holder will also provide study coordination support to the wider unit as appropriate. The appointment will be made initially for a period of 12 months on a part time basis at 50% (0.5 FTE).



## Key responsibilities

The post holder will provide direct support to the Study Coordinators and wider team members in the unit. The main duty will be supporting the wave 2 retention of DEBEAT and recruitment for the SWIM study, as well as being the main point of contact for both studies. They act on behalf of the Study Coordinator in their absence.

The post-holder will work as part of the Study Coordination team, under the direction of the Study Coordinator. The role will involve cross-team liaison with the functional groups to ensure updates are communicated and practice is compliant with study protocols.

- Assists with ensuring regulatory approvals are in place and maintained throughout the studies' life cycle and studies are run according to GCP, liaising with regulatory bodies such as the HRA, RECs and Research Governance offices as appropriate.
- Preparing research packs and sending them to the studies sites where applicable.
- Support studies close out including managing data filing and archiving; liaise with studies sites regarding participant data and equipment retrieval.
- Arranging for off-site storage and recall of data and paperwork.

## Study Operations

- Writes to potential participants to invite them to the studies and trials or any follow up visits/ activities.
- Provide first point of contact via email or telephone call to participants, assessing eligibility, explain the study procedures and the level of involvement required.
- Answering day to day queries and tracking responses, referring queries to the Study Coordinator when necessary.
- Facilitate reimbursement of participant expenses and keeping records of these.
- Updating recruitment and retention logs.
- Compiles information for inclusion in reports produced by the Study Coordinator for internal groups, research steering committees and regulatory and funding bodies to show progress of the studies e.g. participation recruitment data, attendance statistics, safety data.
- Assist in writing all supporting documentation connected to the study or trial, including support dissemination activities, such as writing newsletters, social media posts and website updates to ensure participants are updated on the progress of the study or trial.

## Quality Control

- Writes studies Standard Operating Procedures (SOPs) and Risk Assessments (RAs) for approval by the Study Coordinator.
- Monitors Standard Operating procedures (SOPs) and Risk Assessments (RAs) to ensure compliance by the team.
- Uses project management system(s) to help aid the running of the study and track queries/problems.
- Verifying data quality by checking results, identify any missing data and follow-up with external/internal groups as required.
- Perform audits on source documents, the online booking system, and participant consent forms.
- Assist the Data Management Team in preparing datasets for release by answering queries and completing data verification checks.

**Data Processing**

- Entering administrative, research and clinical data into standard and be-spoke databases.
- Check data transfer of participant results, inputs into databases, reviews, quality controls, stores and backs up confidential data collected during the research study to agreed standard operating procedures.
- Filing, mailing and record keeping.
- Producing and dispatching reports to participants and their GP's where appropriate.
- Regular checks to ensure all actions have been addressed in a timely manner.

**Office Operations**

- Coordinates the activities of the study support staff and establishes priority order of workload to ensure tasks are completed to set deadlines.
- Maintains stock of study equipment and other materials to ensure adequate supplies are available at all times.
- Manage set-up, distribution and return of study equipment.
- When required, train staff in study procedures.
- Primary contact with teams at participating centres (e.g. GP practices) and Operational Groups within the Unit (i.e. Physical Activity Technical Team, Anthropometry Team, Scientific teams) to resolve routine queries.
- Acts on behalf of the Study Coordinator in their absence.

**Miscellaneous**

- Attending team meetings and taking accurate minutes.
- Discusses the progress of studies and suggest areas for improvement with the wider functional team and scientific leads at various forums including the study Operational Meetings.
- Maintain and update own knowledge in study procedures, keeping up to date with the latest regulatory and governance changes and principles.
- Actively contribute to the Study Coordination meetings to ensure that best practice and lessons learned permeates through all study operations.
- Ad-hoc work with other Operational Groups within the department, i.e. collating information for Department study newsletters or other tasks commensurate within the role.



# Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
A degree in an appropriate subject or relevant research experience	✓	
Knowledge of Good Clinical Practice and the Research Governance Framework	✓	
Basic understanding/awareness of genetic and environmental causes of metabolic diseases and related disorders		✓
<b>Experience</b>		
Experience of working with members of the public and handling confidential data	✓	
Relevant experience in a research environment with knowledge of study coordination processes	✓	
Experience of using Microsoft Office	✓	
Experience of collecting, verifying and reporting reliable data		✓
Experience of working to SOPs		✓
Experience of using Access Databases		✓
<b>Skills</b>		
Able to work productively as part of a team to achieve set targets	✓	
Excellent communication skills using a variety of methods, especially the telephone, that allows clear understanding and has the ability to adapt communication style dependant on audience	✓	
Good organisational skills with strong time management and task prioritisation skills	✓	

Criteria	Essential	Desirable
High level of accuracy and attention to detail to ensure a high standard of record keeping	✓	
Ability to anticipate problems and find solutions including referring to a more senior level if required, whilst always remaining positive and professional	✓	
<b>Additional requirements</b>		
Able to travel to other sites (England mainly) on occasion as required for the management of the study		✓

## Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	C
Communication	C
Innovation and Change	C
Negotiating and Influencing	D
People Development	C
Relationship Building	C
Strategic Focus	D

## The MRC Epidemiology Unit

The MRC Epidemiology Unit is working to improve the health of people in the UK

We lead the **NIHR Global Diet and Activity Research Network (GDAR)**, an international

# School of Clinical Medicine

Doing great work in a great place to work

## About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems.

The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism Epidemiology, Public Health and Primary Care Genetics and Genetic Medicine

- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

## The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.





# Terms of Appointment

## Tenure and probation

Appointments will be made on a fixed-term basis for a period of 12 months. Your employment relies on the availability of finite funds for a specific purpose that are not part of the University's general revenues.

Appointments will be subject to satisfactory completion of a six-month probationary period.

## Hours of Work and Working Pattern

Your times of work will be notified to you by your institution.

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

### Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any

offer of employment we make to you will be conditional upon you gaining it.

## Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

## Qualifications

The person specification for this position lists qualifications that are essential. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

## References

Offers of appointment will be subject to the receipt of satisfactory references.

## Equality and Diversity:

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University. **(Please see relevant guidance before inclusion:**

<https://www.hr.admin.cam.ac.uk/recruitment/equality-law-and-recruitment/exceptions-equality-law/positive-action>)

## Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair

treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

# The University

**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of first class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

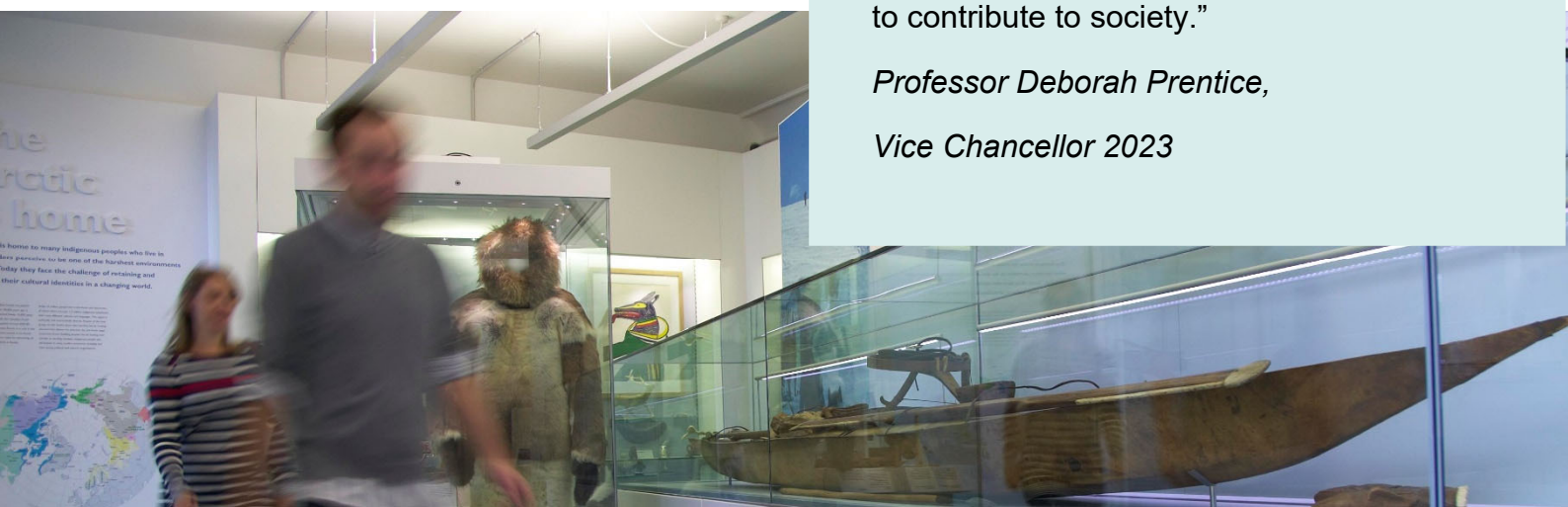
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,  
Vice Chancellor 2023*





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

# Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

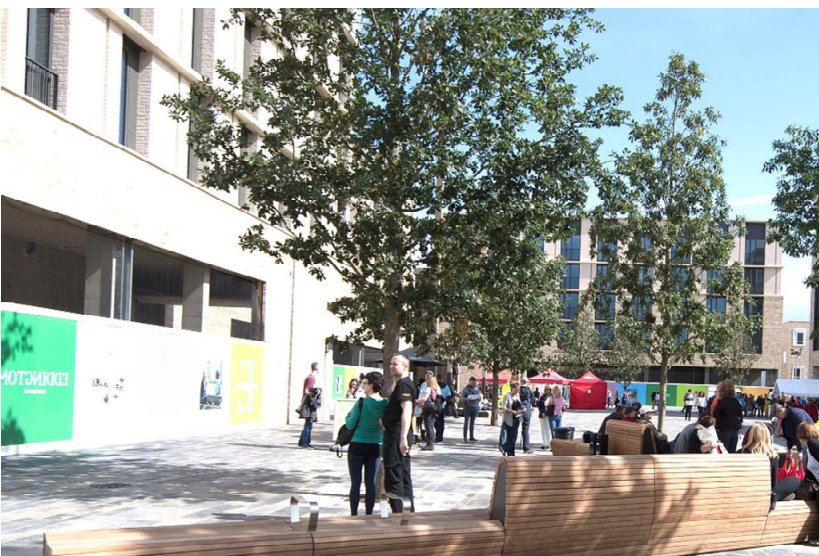
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit

<https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>





# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.



## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.





# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to **Mrs Jenny Woolston**

Email: [jenny.woolston@mrc-epid.cam.ac.uk](mailto:jenny.woolston@mrc-epid.cam.ac.uk)

If you have any queries regarding the application process, please contact **the Recruitment team** ([recruitment@mrc-epid.cam.ac.uk](mailto:recruitment@mrc-epid.cam.ac.uk))

The closing date for applications is: 24<sup>th</sup> November 2024

The interview date for the role will likely be held during the week commencing 2<sup>nd</sup> December 2024.

