

# Person Specification

Job Title: Family Health Trial Coordinator - Maternity

Division/Department: Research And Innovation

Band/Grade: 6

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
<b>Commitment to Trust Values and Behaviours</b>	Must be able to demonstrate behaviours consistent with the Trust's "We are here for you" behavioural standards		I

<p><b>Training Qualifications &amp;</b></p>	<ul style="list-style-type: none"> <li>• Educated to Postgraduate qualification level or equivalent demonstrable experience</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of research governance and regulations (e.g. ICH-GCP and EU Directives)</li> </ul>	<p>A, I</p>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Significant proven experience of working within clinical trials.</li> <li>• Proven experience of clinical research/trials or relevant exposure or understanding of research.</li> <li>• Experience of working in multidisciplinary teams</li> <li>• Experience of working across professional and organisational boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of research work in a related research area.</li> <li>• Experience of the research approval process</li> </ul>	<p>A, I</p>
<p><b>Communication and Relationship Skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate complex, study related information to patients and their families, sometimes in highly stressful environments</li> <li>• Excellent interpersonal verbal and written communication skills</li> <li>• Excellent listening skills</li> <li>• Experience of dealing with conflict and non-compliance successfully</li> <li>• Able to inspire trust in patients and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience delivering training as core part of previous employment</li> <li>• Experience of conference or other presentation</li> </ul>	<p>A, I</p>

<p><b>Analytical and Judgement Skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to stick to protocols and procedures and yet willing to work in a no-blame, honest environment at times of protocol violation</li> <li>• Able to identify, extract and process complex health information from a variety of sources</li> <li>• Able to plan and carry out complex protocolised care alongside patients' own clinical teams</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable success of having to make judgement calls in difficult situations</li> <li>• Previous research or clinical audit activity as a substantive part of a previous role</li> </ul>	<p>A, I</p>
<p><b>Planning and Organisation Skills</b></p>	<ul style="list-style-type: none"> <li>• Able to plan and carry out role under minimal supervision</li> <li>• Able to plan workload and liaise with colleagues to promote safety and achieve continuity of care</li> <li>• Approachable / able to work under own initiative</li> <li>• Experience of leadership skills and ability to deputise for senior team.</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in clinical innovation or service development in previous roles</li> </ul>	<p>A, I</p>
<p><b>Physical Skills</b></p>	<ul style="list-style-type: none"> <li>• Able to use computer work stations for large proportion of working day as required</li> <li>• Willingness to attend meetings and training events locally and nationally, including out of hours</li> </ul>	<ul style="list-style-type: none"> <li>• IT skills to manage and report on complex performance management information</li> </ul>	<p>A, I</p>

<p><b>Other requirements specific to the role (eg be able to drive or work shifts)</b></p>	<ul style="list-style-type: none"> <li>• Familiarity with database, word processing</li> <li>• Willingness to work across sites to assist in research studies or share good practice</li> <li>• Awareness of equality and diversity</li> <li>• Willingness to work flexibly in terms of hours and duties as a member of a team</li> <li>• Confidence in own abilities and not afraid to voice concern before limits are reached</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using spreadsheets</li> <li>• Experience of data entry and extraction e.g. electronic data collection tools</li> </ul>	<p>I</p>
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