Starship
Clinical Trial Administrator/Data Administrator

RESEARCH support hub staff are here to help investigators with the identification of relevant resources, connect with experts, and understand processes and best practices for performing research at Starship.

General:

The aim of the role is to provide research facilitation and administrative support across research teams with Starship Child Health. The post will provide research administration support and signposting for appropriate governance arrangements (both internal and external) for researchers and support staff involved in both investigator-initiated and other clinical trials. The post holder will also be responsible for collecting data from a variety of medical research projects, such as academic grant funded, registries, and pharmaceutical trials. They will work collaboratively with study teams and research management to make sure data is collected, managed and reported clearly, accurately and securely and this may include supporting regular data uploads for disease specific registries.

The role will be primarily responsible for the roll out and on-going management of a new clinical trials management database: EDGE.

Research:

To contribute to the assessment of feasibility and deliverability of a research study through liaison with clinical teams and support departments informing a decision on the suitability of the study to run in the organisation in terms of capacity and capability**.**

To fully support the project initiation phase to include all regulatory approvals, study budget and trial agreement negotiation.

- Responsible for co-ordinating the set up and initiation of a research project working with the CI/PI and study team
- Enable research study activity at various stages from grant application, expression of interest and feasibility, through to study costs and regulatory approval
- Apply project management skills in working to deadline and in close communication with the sponsor, study team, support departments and manager
- Sign post regulatory pathways and internal and external approvals according to protocol design
- Use various data management tools (EDGE) to ensure that study data is accurate and up to date
- Prepare reports for committee meetings and minutes