

POSITION DESCRIPTION

Title:	Researcher	Location:	Abu Dhabi
Department:	Clinical Services	Reports to:	Medical Director
Salary:	Salary package	Band:	3
Prepared by:	Medical Director	Date:	July 2014

Overall Purpose:

To provide administrative management and coordination support for tasks associated with research strategy. Drive research methodology, design and delivery to publication level in coordination with clinical services team members

Roles and Responsibilities

The roles and responsibilities of Researcher:

- ✓ Coordinate and manage the directed NA clinical research strategies
- ✓ Provide high level bio statistical support governance and advice
- ✓ Provide regular status and progress reports to executive members
- ✓ Predict, plan for and alerts executive team about capacity requirements
- ✓ Coordinate with other areas in NA to ensure information is managed optimally
- ✓ Act as the lead statistician on clinical research projects
- ✓ Provide statistical expertise for study design of clinical trial protocols
- ✓ Write statistical methods section of the study protocol, as needed
- ✓ Write statistical analysis plans ensuring appropriate regulatory requirements and study objectives defined in the study protocol are followed
- ✓ Review case report forms to ensure consistency with protocol and adequacy in collecting data to meet objectives and statistical analyses defined in the protocol
- ✓ Oversight and delivery of the following:
 - Program summary tables, data listings and graphical representations of clinical trials data
 - Perform all analyses defined in the statistical analysis plan as well as any post-hoc analyses and relevant exploratory analyses of clinical trial data
 - Prepare key sections of clinical study reports and various regulatory documents
 - Perform statistical quality control for final clinical study reports
 - Contribute to the development of standard operating procedures for clinical trials
 - Coordination of ethical approval process
 - Represent statistical operations department at regulatory meetings, sponsor meetings, and any other multifunctional meetings, as needed
- ✓ Perform other related duties as required

QHSE:

- ✓ Engage, understand and participate in Quality Health Safety and Environment (QHSE)

Professional and Academic Expertise

- ✓ Post graduate degree in Medical Studies or any Medical Specialty
- ✓ Proven record of research conducted and published
- ✓ Strong organizational skills, including the ability to prioritize workload and meet deadlines
- ✓ Strong attention to detail
- ✓ Ability to provide a high level of customer service relation
- ✓ Ability to work under pressure
- ✓ Ability to work autonomously
- ✓ Ability to maintain confidentiality
- ✓ Demonstrate ability to work in a team environment
- ✓ Demonstrate ability to work in a fast pace multicultural environment

Chief Administrative Officer

Change Brief

Version	Date	Changes
1	July 2014	New PD
2	Oct. 2014	Updated Template
3	October 2016	Update Overall purpose and Professional and Academic Expertise
4	April 2019	<ul style="list-style-type: none">- Change the position from Research Methodologist to “Researcher”- Change reporting line to Medical Director
5	July 2021	No Change, Due to review