# International Registration Review Committee – QA Specialist and Data & IS Specialist

**Information for Applicants**

The UKCRC Registered Clinical Trials Unit (CTU) Network is seeking a highly experienced professionals with specialist knowledge in clinical trials to contribute Quality Assurance (QA) and Data & IS expertise to its International Registration Review Committee.

The successful candidates will have a wealth of experience, knowledge, and acumen within the field of non-commercial/academic clinical trials research, demonstrate an excellent understanding of best practice as well as current drivers for change.

Given the nature of the role, the expert member should not be currently directly associated with one or more CTUs in the UK and must therefore have an Emeritus or non-CTU based position within the UK or internationally.

The CTU Network brings together fifty non-commercial units from across the UK.

As the collective voice of non-commercial and academic clinical trials units, the Network plays an important role in engaging with Government, funders, regulators, and patients to improve and strengthen clinical research in the UK. The Network is seen internationally as an exemplar for the development of national clinical trials support. It was established in 2007, and its members are committed to setting and sharing good practice and improving standards in clinical trials.

The UKCRC CTU Network is funded by its members, and major funders have representation on the Network's Executive Group, this includes; Cancer Research UK, NIHR, Versus Arthritis, Chief Scientist Office Scotland and Health and Social Care Research Wales.

This role does not involve any report writing, all administration for the biannual meetings is supported by the Network's Secretariat.

**Role description:**

**Responsibilities**

- Provide input into the design of the Registration criteria relating to their specialist area to ensure that they remain appropriate and fit for purpose.
- Review applications from new and existing CTUs against the published Registration criteria and provide feedback on their suitability for Registration.
- Provided feedback on queries from the IRRC and/or Network Secretariat in relation to ad hoc correspondence from currently Registered CTUs where that related to their specialist area.
- Maintain awareness of the clinical trials environment and key national and international issues affecting clinical trials units.
- Support the IRRC chair in setting the strategic direction of the registration process and membership.

**Key Attributes:**

**Personal attributes**

- A strong background in clinical trials research either within the UK or internationally
- Integrity, diplomacy, strategic vision, and sound judgement.
- Committed to the values and purpose of the Network.

| Specialist Role | Key Attributes |
|---|---|
| QA Specialist | • Experience in setting up and / or overseeing Quality Management Systems (QMS) for Clinical Trials<br>• Expertise in writing and reviewing Quality documents including Policies, standard Operating Procedures etc.<br>• Thorough knowledge of ICH-GCP<br>• Familiarity with Quality Processes and procedures relevant to the Clinical Research area.<br>• Demonstrable expertise in developing and managing quality assurance and regulatory processes within clinical trials. |
| Data & IS Specialist | • Information Technology/Information Systems - a detailed understanding of the use of IT systems within clinical trials inc. validation, data management, and data security. |

- An in depth understanding of the strategic opportunities and challenges in UK clinical trials research and the role of CTUs within the environment.
- The ability to think strategically and objectively, take the long view.
- A collaborative working style that reflects the Network's values with strong relationship-building and communication skills
- Ability to chair meetings well, encouraging debate and facilitating decision-making
- Negotiation and diplomacy skills with the ability to have courageous conversations
- Governance and reporting arrangements
- Travel and attendance at meetings

The post-holder is responsible to the UKCRC CTU Network Executive Board and the UKCRC Board (Chaired currently by Lucy Chappell). The Chair will have a key relationship with the UKCRC Programme and Delivery Manager, (currently Helen Evans) and the Chair of the UKCRC CTU Network Executive Board (currently Simon Denegri OBE, Chair of Sense about Science).

Terms of Reference for the Committee are available here.

**Travel and attendance at meetings:**

Due to the self-funded nature of the Network, travel expenses and hotel accommodation will be reimbursed for face-to-face meetings. Teleconferences will be used where the number of applications makes this feasible.

**How to apply:**

Interested candidates are asked to submit an up-to-date short CV plus covering letter (500 words) outlining their vision for the role and how they believe they fulfil the role description by 6pm on the 27 February 2026.