

## **Clinical Study Administrator**

ACT (Accelerating Clinical Trials Ltd) is a not-for-profit organisation specialised in delivering blood cancer studies through two established, and globally recognised, networks of Haemato-Oncology and Transplantation trial sites.

Any surplus income is reinvested for blood cancer patients' benefit.

This is a fantastic opportunity to join the Clinical Operations team at ACT. We are an experienced, dynamic, friendly, and flexible team who are looking for individuals to join and complement us.

We are actively seeking a Clinical Study Administrator to support our clinical studies in the UK. The Clinical Study Administrator plays an important role supporting the delivery of clinical research for people with blood cancer. You will be responsible for supporting the execution of ACT Haemato-Oncology clinical studies. This includes Investigator Initiated and Industry Sponsored studies, across all stages of trial delivery from set-up to closure.

### **Key responsibilities**

- Provide ongoing support for the delivery of academic and industry led clinical studies from feasibility through to close out
- Engage and build relations with the internal ACT trial team, key clinical team members and participating sites
- Assist with combined reviewed and associated applications including UK Clinical Trial Authorisation (CTA), HRA and NIHR submissions and amendments
- Support timely and accurate tracking and reporting of trial deliverables (including quality, timelines and finance) for your studies
- Work with the sponsoring organisation and vendors to ensure effective delivery of administrative activities across all aspects of your assigned studies
- Assist with the development and review of study documents including, but not limited to, protocol, patient information sheets and consent forms, Case Report Forms (CRFs), study plans and clinical study reports
- Assist with site set-up including document provision and tracking
- Responsible for timely and accurate document management, supporting the set-up of the Trial Master File (TMF) and ongoing TMF tracking, review and filing
- Collaborate with internal and external teams to ensure all study related activities are conducted in accordance with the relevant Standard Operating Procedures (SOPs), protocol, ICH Good Clinical Practice (GCP) (as applicable) and UK regulatory requirements
- Support with the invoicing and tracking of patient fees within the network of sites
- Support/manage non-drug related study supplies

- Assist with the preparation and organisation of internal and external meetings including support for agenda preparation, minute taking and ADI log updates
- Assist with the management and completion of relevant study tracker and management tools
- Assist with identifying and implementing training as required
- Work with other members of the ACT Clinical Operations team to share best practice and inform updates to the ACT Quality Management System (QMS) and processes
- Other responsibilities reasonably aligned with your job description and level of responsibility.

#### **Essential Requirements:**

- A relevant educational background, either in life-sciences or as a licensed healthcare professional
- Knowledge of applicable clinical research regulatory requirements including GCP and UK Statutory Instruments
- Ability to work independently and manage multiple priorities simultaneously
- Strong Microsoft application skills including ability to format and quality control large documents
- A quality-focused mind-set
- Strong interpersonal and written skills
- Pragmatic attitude and ability to learn quickly
- Effective teamwork and collaboration skills
- Flexible approach to change
- Innovative and forward thinking
- Ability to travel in the UK as required

#### **Desirable requirements**

- Experience of working in clinical research within a sponsoring organisation, CRO or the NHS
- Experience with document management of a trial master file (TMF) or investigator site file (ISF)
- Experience of Haemato-Oncology research

#### **Location and travel**

ACT is a fully remote workplace but you must be willing to travel for meetings as required. Please note we hold UK-based face-to-face all company meetings periodically throughout the year.

#### **Benefits**

- 25 days FTE (pro rata for part time)
- Holiday buying scheme available annually (up to 5 days, pro rata)
- NEST pension at 5% employee / 6% employer on joining
- Private Healthcare Scheme (applicable post-probation)

- Life assurance x4 salary
- Employee Assistance Programme

**To apply**

Please email your CV and a covering letter to Anna Hockaday, Chief Clinical Operations  
Director: [info@act4patients.com](mailto:info@act4patients.com)

**Closing date**

Monday 6<sup>th</sup> April 2026.

This vacancy may close early if a sufficient number of applications are received before the closing date.