OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

HR EXCELLENCE IN RESEARCH

Study Coordinator (Clinical Research Associate) – HRB-Clinical Research Facility Galway

School of Medicine
Ref. No. 011421

JOB ADVERTISEMENT

Applications are invited from suitably qualified candidates for a full-time or part-time specific purpose position as a Study Coordinator (Clinical Research Associate) at the HRB-Clinical Research Facility Galway in the University of Galway and University Hospital Galway, Ireland. The role will be primarily located within the Surgery or Renal thematic areas, with scope to work in other clinical areas in parallel.

This position is funded by clinical research studies and is available for 1 year initially, with the potential to extend subject to project success and further funding acquisition.

Since 2008, the HRB-CRFG has been involved in clinical research studies (including observational research, clinical trials and clinical investigations) across many clinical areas (including but not limited to cardiovascular disease, diabetes, kidney disease, stroke, cancer, gastroenterology, psychiatry, obstetrics, etc.). The HRB-CRFG is based in a purpose-built, state of the art unit dedicated to the conduct of clinical research and undertakes research on behalf of a thriving research community both nationally and internationally. The Unit houses our research teams and research support personnel and has the capacity to conduct in-person, on-site visits with participants in research studies in a safe and regulatory compliant manner. In tandem, HRB-CRFG has developed and refined key skills to support our local researchers and international collaborators in the inception, design and execution of research projects, particularly in the area of clinical trials of novel interventions. See https://www.universityofgalway.ie/hrb_crfg/ for more details.

Salary: Research Associate salary scale €46,305 - €59,063 per annum, (subject to the project's funding limitations), and pro rata for shorter and/or part-time contracts.
The default position for all new public sector appointments is the 1st point of the salary scale. This may be reviewed, and consideration afforded to appointment at a higher point on the payscale (subject to the project's funding limitations), where evidence of prior years' equivalent experience is accepted in determining placement on the scale above point 1, subject to the maximum of the scale. (Research Salary Scales - University of Galway)

Employment permit restrictions apply for this category of post

NB: Gárda vetting is a requirement for this post (as appropriate to Child Protection Policy)

Closing date for receipt of applications is 17:00 (Irish Time) on 6th November 2025. It will not be possible to consider applications received after the closing date.

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***Please review full job description for further details and essential requirement**

JOB DESCRIPTION

Job Description:
The successful candidate will be part of a multi-disciplinary team engaged with researchers and clinicians to deliver high quality clinical research and ensure the protection of rights and well-being of research participants and the integrity of their data. The role will be primarily located within the Surgery or Renal thematic areas, with scope to work in other clinical areas in parallel. Together with the PI, the Coordinator will apply measures to that the conduct of the trial is in compliance with study Protocols and procedures, ensuring adherence to applicable regulations, standards and the principles of International Conference on Harmonisation, Good Clinical Practice (ICH-GCP) E6

The Coordinator is responsible for the daily conduct of the associated studies, trials or investigations, under oversight of the study Principal Investigator, working closely with clinical colleagues. The role will involve participant screening and enrolment, undertaking study visits, administration of questionnaires, sample and data collection, generation of key study documentation, management of resources, scheduling activities, reporting and training of study personnel in accordance with Good Clinical Practice (GCP). The Coordinator will play an initiative-taking role in driving on-going clinical research projects through participant recruitment, participant follow-ups, safety reporting, early identification of potential problems and regular feedback with Principal Investigator and research team. S/He will be the main point of contact for associated study stakeholders including funding bodies and study sponsor, as appropriate.

Duties:

- Coordination of all necessary activities required for setting up and monitoring a study, completing accurate study status reports and maintaining study documentation. Screening of participants to identify potential study candidates, evaluation, and enrolment of suitable participants in clinical studies under the direction and supervision of the Principal Investigator (PI).
- Performing study procedures as required by the protocol and other study duties as delegated.
- Verifying that source data/documents and other trial records are accurate, complete, and are maintained according to GCP principles.
- Administer protocol, and other study related training as appropriate, and establish regular lines of communication to manage ongoing project expectations and issues.
- Evaluate the quality and integrity of study site practices relative to the protocol and applicable regulations. Escalate quality issues to the Quality and Regulatory Manager.
- Manage the progress of assigned studies by tracking regulatory submissions and approvals, study recruitment, enrollment, case report form (CRF) completion and submission, and data query generation and resolution.

- Create and maintain appropriate documentation regarding site management, monitoring visit findings and other required study documentation.
- Creation, management and analysis of clinical databases (e.g. screening tracker, REDCap CDMS).
- Assist the team with tasks, provide back-up to the operations team, assist in generation of status reports, providing project metrics, drafting project instructions/guidelines and assist in implementation of new processes.
- Liaise with different functional team members, e.g. project management, pharmacovigilance, data management, health care professionals e.g. investigators, site coordinators and designees to address project related issues.
- Undertake periodic internal quality assurance audits as part of the multidisciplinary team.
- Facilitate monitoring visits and external inspections and audits by Regulatory Bodies and/or study Sponsors.
- Update and maintain patient records (paper or electronic) in accordance with institutional policy.
- Contribute to aspects of grant writing, in association with academic and clinical colleagues.
- Contribute to coordination and writing of study reports and academic publications. Support study outcome dissemination activities (e.g. presentation at conferences, outreach).
- Compiling reports and updates on clinical research trial activity.
- Any other duties assigned by the respective line manager commensurate to this level of post.

ELIGIBILITY REQUIREMENTS

Essential Requirements:

- A post graduate qualification in a clinical or life sciences related subject or equivalent
- Have at least four years' specific experience in clinical research activities.
- Certification in ICH-Good Clinical Practice as outlined per ICH GCP E6 (R3)..
- Working knowledge of CDMS platforms (e.g. REDCap), with specific experience in building and managing databases, as well as data analytics.
- Strong organizational and project management skills to ensure timeline for key project milestones are adhered to.
- Excellent verbal and written communication/presentation skills.

Desirable Requirements:

- Prior experience in recruitment of research participants and study visit conduct.
- Certification in ISO14155.
- Experience in the field of clinical or translational research and/or other academic studies
- Proven leadership and management skills
- Strong computer skills, including MS Office applications

CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development/Training:
Researchers at University of Galway are encouraged to avail of a range of training and development opportunities designed to support their personal career development plans. University of Galway provides continuing professional development supports for all researchers seeking to build their own career pathways either within or beyond academia. Researchers are encouraged to engage with our Researcher Development Centre (RDC) upon commencing employment - see HERE for further information.

Further Information/Links

- **To apply**: Jobs - University of Galway. Applications must be submitted online.
  - Internal Applicant - How to apply guide
  - External Applicant - How to apply guide

- For informal enquiries, please contact crfg@universityofgalway.ie
- University's Strategic Plan
- Working in Research at University of Galway
- Moving to Ireland (Euraxess)
- We reserve the right to re-advertise or extend the closing date for this post.
- University of Galway is an equal opportunities employer.
- All positions are recruited in line with Open, Transparent, Merit (OTM) and Competency based recruitment.
- A panel of successful applicants may be formed for future posts.