



TauRx Therapeutics Ltd

Vacancy

Data Vendor Management Officer

TauRx are seeking to recruit a Data Vendor Management Officer

Role Purpose:

The role requires the job applicant to undertake Central Laboratory Data Vendor oversight activities in compliance with relevant laws, regulations and guidelines and with TauRx policies.

This includes but is not limited to the management of designated Contracts, Protocol review and development, generation of Requests for Proposal for the services required for the study protocol and Vendor contract negotiation (set-up and amendment).

The role also involves study set-up of vendors in accordance with study timelines, the assessment of satisfactory delivery of contracted services, review and approval of all required study documentation required by the vendor including coordination of training requirements.

Additionally, the applicant will be required to oversee kit inventories and expiry dates, data reconciliation processes and management of timelines for data reconciliation in the lead up to database lock.

Finally, there will be a requirement for adequate maintenance of appropriate Sponsor Oversight and Trial Master Files.

Education:

- BSc (Hons) in Life Science desirable
- MSc, PhD or equivalent desirable

Experience:

- Minimum 5 years' experience in Phase I-III studies
- Knowledge Neurodegenerative disease are desirable

- In depth knowledge of the start-up, maintenance and close-out phases of a clinical trial
- Understanding of challenges throughout a trial
- Experience of Database Lock and Reconciliation Process Requirements
- Previous Project Management experience necessary
- Knowledge of Regulatory requirements in relation to the requirement of a study TMF
- Project planning and maintenance
- Monitoring project progress and performance
- Previous experience of Laboratory Data Management activities necessary

This is a part time position (0.5 – 1 FTE) which can be home or office based. (Occasional travel to Aberdeen office would be required for home based workers)

Applications should be made in writing by forwarding a covering letter and CV to HR@taurx.com

Closing Date: 26th January 2018