barcelonaβeta
BRAIN RESEARCH CENTER

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Clinical Operations Coordinator at the Barcelonaβeta Brain Research Center

About the employer

The Barcelonaβeta Brain Research Center (BBRC) is a research center dedicated to the prevention of Alzheimer's disease and the study of cognitive functions affected in healthy and pathological aging. It was created in 2012 by the Pasqual Maragall Foundation, with the support of the Pompeu Fabra University.

The mission of the BBRC is to provide innovative solutions to decipher and prevent biological changes and cognitive dysfunction associated with neurodegenerative diseases. Due to the aging of the world population, these diseases constitute a global challenge, since for example, dementia can reach epidemic levels in 2050, with a forecast of more than 150 million people affected, if is not found a way to prevent its appearance and development.

The BBRC received the HR Excellence in Research award (HRS4R) granted by the European Commission; a recognition that shows its adherence to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Research Staff. The center offers a **stimulating and favorable working environment** in accordance with the Charter and Code, which describe the rights and responsibilities of researchers and their employers, and contributes to the **creation of a transparent, attractive and open ecosystem** at international level.

Pasqual Maragall Foundation, Pompeu Fabra University and "la Caixa" Foundation are permanent members of the BBRC Board. The center is affiliated and located in the Ciutadella Campus of the Pompeu Fabra University of Barcelona, in a building inaugurated in 2016. The BBRC headquarters has excellent technical facilities, including a 3TMR scanner dedicated to research, and spaces for conducting Clinical Trials and EEG. State-of-the-art scientific facilities, effective management and continuous high-standard peer-review evaluation are the BBRC core proceedings to ensure achieving world-class research results.

BBRC is also part of the Barcelona Biomedical Research Park (PRBB), a large research facility that hosts other seven different research institutions related to biomedical research, including the Center for Genomic Regulation (CRG), the Hospital del Mar Medical Research Institute (IMIM), the Department of Experimental and Health Sciences of the Pompeu Fabra University (CEXS-UPF), the Institute of Evolutionary Biology (IBE CSIC-UPF), the Barcelona Institute of Global Health (ISGlobal) and the Barcelona site of the European Molecular Biology Laboratory (EMBL), among others, in a multidisciplinary, collaborative and stimulating international environment in close contact with a clinical setting, thus conducive to translational research.

For more information see: www.fpmaragall.org and www.barcelonabeta.org

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About the job

BBRC is looking for a full-time position Clinical Operations Coordinator (COC) to lead the BBRC Clinical Research Projects. The COC will coordinate and lead the team responsible of the development and execution of clinical studies and trials performed at BBRC. The candidate will have to work with the highest research standards, in accordance to requirements of legal authorities (EC, AEMPS, EMA, FDA, etc.), following the IHC Good Clinical Practice (GCP), studies protocols, internal guidelines and when applicable SOPs of pharmaceutical companies and CROs.

The candidate will be in charge of a team of approximately 20 persons, composed of BBRC contracted professionals (Study Coordinators, Medical Advisors, CTA, Study Nurses, Neuropsychologists, Participant's helpdesk) and external specialists (neurologists, anaesthetists, etc.). As a reference, BBRC has approximately 10 studies ongoing and performs more than 4.000 clinical research visits per year.

The candidate will have experience conducting clinical research in an academic research environment and will also have knowledge of procedures involved in clinical trial for the industry.

The candidate will work very closely to the "quality and project cycle coordinator" who will liaise between the different BBRC offices and suppliers involved for each project.
The candidate will report to the Scientific Resources Manager.

Main Responsibilities:

PROJECT MANAGEMENT

- Assure the maintenance of the Clinical Research Management Tolls (Global Study Tracker: GST, CTMs, any specific excel) in order to have a perfect vision of projects status.
- Supervise the start-up, execution and follow-up of clinical studies and assure the studies are performed with high quality standards and within the expected timings and budgets.
- Lead and supervise the team assigned to each clinical study and the related professionals (BBRC team, external providers, CRA, Auditors, etc.) in order to control and resolve any possible issues.
- Prepare and distribute studies status reports to the BBRC team (recruitment, timing, costs. etc.)
- Act as the contact person with Regulatory Authorities, CROS, pharmaceutical companies, suppliers, providers, subcontracted institutions and others stakeholders.
- Guarantee the inclusion of the participants agreed for the different studies with BBRC, Pharma's o CROS and control the specific selection strategy needed for each study.

CLINICAL STUDIES: OBSERVATIONAL STUDIES AND CLINICAL TRIALS

- Establish the participant's pathway for each study
- Assure, in collaboration of the "quality and Project cycle Coordinator" the correct and most efficient assignment of human, technological and economic resources and their corresponding cost.

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- Develop strategic initiatives to improve the efficiency of the Clinical Operations Office.
- Assure the correct execution of clinical research operations (BBRC own studies, European research or clinical trials), developing all the project phases in accordance with guidelines and logistic needs, including material, essential documents, costs of operations, and activities planning (initiation, execution and closure) of clinical projects.
- Review protocols (from the BBRC Research Management Office, CROs, etc.) and coordinate the adequate submission to Ethic Committee and Regulatory Agencies for their approval when appropriate.
- Prepare, oversee, and review documents that are related to assigned clinical study.
- Guarantee the integrity of Trial Master File (TMF) of each clinical research study.

PARTICIPANTS SAFETY

- Control the creation, implementation, follow-up and maintenance of internal processes and guidelines of the Clinical Operations Office.
- Assure adherence to GCPs, internal guidelines and legislation requests.
- Interact with Regulatory departments of CROS and pharmaceutical companies.
- Maintain the standards of quality at any steps of clinical projects.
- Guarantee preparation and assure the correct realization of audits and inspections. Coordinate the resolution of findings.
- Control safety procedures for study participants following the highest standards requested in clinical research.

OPERATION COSTS COORDINATION AND BUDGETING

These tasks will have to be performed in close interaction with the "quality and Project cycle Coordinator"

- Participate in the elaboration of Clinical Operations Budgets and costs tracking (Visits/Studies costs, Investigator fees, office infrastructure budgeting and costs control, etc.).
- Participate in the process of conciliation of derivative bills of the payments of the clinical assays.

TEAM MANAGEMENT

- Promote maximum motivation and efficiency among the professionals (individual interviews, constructive feed-back, training selection, etc.).
- Retain the talent, reducing the rotation and increasing the sentiment of belonging.
- Distribute and control the tasks and dedications of professionals.
- Plan and implement team objectives.
- Assure that the team is trained to execute the project with the highest quality standards.

Required qualifications:

Qualifications and professional experience

- University degree in science or health science-related disciplines
- 5 years' experience in clinical trials, Clinical Research in Hospitals, CROs o Pharma-industry

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- Proved experience in team management
- Training or Master in Clinical Research Management
- Fluent in Catalan and Spanish
- English required (Proficiency Level-written and spoken).
- Advanced level in Word Office suite.

Personal skills

- Be a team player, ability to act as a "coach" for the team.
- Should demonstrate integrity values and must possess effective interpersonal skills, be respectful and able to empower team members.
- Demonstrated ability in decision-making process, solving problems and reach objectives.
- Strong organizational skills: ability to plan objectives and strategies, which allow team members to perform optimally.
- Ability to think independently and work collaboratively (empathic and focused team-worker).
- Effective Oral and Written quality communication skills.
- Interest in joining a non-profit organization with a mission of high social impact.

We offer

- Full-time position.
- Salary will be in accordance with qualifications and experience.
- Start date: ASAP

Application process:

To apply, please submit a single PDF file containing the following:
1) Cover letter describing research interests and relevant background;
2) CV
All files or inquiries should be submitted electronically to: rh@barcelonabeta.org

Subject: Clinical Operations Coordinator

Deadline: 31th January 2022

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We inform you that your personal data will be part of a file which Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center is responsible for, in order to manage the job offer you have requested. Once the process is complete, the data processed will be erased.

You have the right to exercise the rights of access, rectification, cancellation and opposition recognized in Regulation (EU) 2016/679 (General Data Protection Regulation), to be addressed to the Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center: Wellington Street 30, 08005 Barcelona.

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