



# IAOCR

The International Accrediting  
Organization for Clinical Research

## Academy Manager

### Job Description (March 2022)

#### Role Overview:

Reporting directly to the VP of Operations. This brand-new role is responsible for managing the initial set up, design, implementation, delivery and ongoing management and quality assurance of the IAOCR Academy. The focus will be on setting up and developing the Academy from an IT/ online learning perspective to ensure delivery of a high quality and engaging learner experience and maximise successful outcomes. This person will be accountable for providing/procuring the technical expertise/software solutions in relation to the learning management system (LMS), and any other necessary software required to run the online Academy, as well as managing Academy service providers. Additionally, this person will also provide/manage the support and training for all employees, clients and learners with regards to the LMS and the online Academy. The role will also be responsible for close collaboration with subject matter experts to enable successful delivery of blended learning programmes, as well as building strong working relationships with the IAOCR accreditation team to drive consistency and quality of required outcomes.

#### Role Responsibilities:

The Accreditation Academy Manager is responsible for:

- Project managing the setup of the IAOCR (online) Academy (new business unit)
- Manage and coordinate Academy business unit
- Design online learning modules in close conjunction with subject matter experts
- Procure and book expert trainers for live sessions as needed to support blending learning
- Procure and book Competence Assessors as needed in collaboration with Accreditation team to ensure training and ongoing support
- Work to educational and clinical research regulatory requirements (for assessment quality & content quality)
- Identify subject matter experts and other resources as needed
- Experienced in procuring, setting up and working with online systems:
  - Online learning management & online assessment systems
  - Online payment system
  - Online learning materials (above and beyond PowerPoint – interactive, modern, engaging, professional)
- Lead Taskforces to ensure industry expertise and current relevance to build foundation competencies for training modules
- Work with IAOCR accreditation team to develop accreditation units
- Develop new client partnerships and work with established client academy partners to provide relevant training modules as required
- Ad hoc support with the accreditation team to complete internal verification of assessments (as required- this is not a key aspect of the role and training for this will be provided as relevant)

## Required Skills & Experience:

**NOTE: Clinical Research Experience is not required for this role but the below is essential:**

### Technical Abilities

- Procurement, set up/development and management of online Learning Management Systems & Solutions (to include online assessments/online payment and booking systems)
- Knowledge and experience of relevant IT systems to support learner use and training management
- Experience, understanding and technical knowledge of supporting the learning management system
- Experience and confidence in managing people and projects at a high level of quality
- Experience in developing training content and using online learning tools and systems.
- Creation of highly engaging, interactive and modern online learning materials
- Strong written and verbal communication skills
- High level of English (written, spoken, listening)

### Personal Attributes

- Excellent interpersonal skills and the ability to work well with others, build relationships and gain trust of staff, peers, management, suppliers and clients
- Highly organised and efficient with solid decision-making skills
- Highly committed to customer satisfaction & confidently able to engage with clients as required
- Ability to think “outside of the box” and share new and innovative ideas with both analytical and critical thinking
- An ambassador for IAOCR at all times
- Positive, “can do” approach with an ability to be flexible and adapt to change
- Professional (in appearance and attitude)
- Logical approach with strong analytical skills
- High attention to detail and focus on quality
- Able to work independently and as part of a team
- Able to train and support others and communicate technical information in terms that are understandable to non-technical users.

### Training:

- Relevant training will be provided as required to develop and maintain clinical research knowledge
- Training and ongoing support will also be provided to support any work related to the accreditation and delivery of relevant training courses

### Rate of Pay

- £45,000 to £50,000 per annum

### Location and working hours:

- Home based (*some travel will be required to attend internal/external meetings and events*)
- Full-time (37.5 hours per week)
- Flexibility to meet the demands of the job will be required

**How to apply:**

Please send your CV with covering letter/email to [vbooth@iaocr.com](mailto:vbooth@iaocr.com)