



# IAOCR

The International Accrediting  
Organization for Clinical Research

## Trainee Clinical Research Competence Assessor (Freelance/Part Time)

### Job Description (March 2022)

#### Role Overview:

The IAOCR Competence Assessor is an integral part of the IAOCR Accreditation Team, providing assessment of learning evidence across a broad range of clinical research roles, including CRA, Data Manager, Project Manager, Line Manager, CRC, CRN, Site Manager, PI, TMF, Pharmacovigilance. Working closely with the IAOCR Accreditation Team our Clients and our Partners, the Competence Assessor will thoroughly review and assess the learning evidence captured within the competence portfolios that are submitted by individuals undertaking our accreditation programmes. The Competence Assessor will also provide ongoing quality oversight of the assessment process, as well as regular reviews of the learning outcomes and assessment criteria within the competence portfolios to ensure that material is aligned with the core competencies required by the industry. Whilst a background in clinical research is essential for this role, previous experience of conducting assessments is not required as full training will be provided.

#### Role Responsibilities:

The Clinical Research Competence Assessor is responsible for:

- Working with our Accreditation Assessment Team and our Clinical Research Academy Partners/Clients
- Assessment of Clinical Research Competence Portfolios
- Verification of competence assessments
- Providing suggestions/improvements for continuous improvement
- Providing feedback to the Accreditation Assessment team to support quality oversight for our Clinical Research Academy Partners/Clients

#### Required Skills & Experience:

**PLEASE NOTE EXPERIENCE OF ASSESSING IS NOT REQUIRED AS TRAINING WILL BE PROVIDED. HOWEVER, A PREVIOUS EXPERIENCE OF WORKING IN CLINICAL RESEARCH IS ESSENTIAL**

- Must have previous experience of working in and knowledge of clinical research (*in one or more of the roles described in the role overview paragraph above*)
- Exceptional attention to detail
- Ability to build relationships and gain the trust of staff, peers, management, suppliers and clients
- Highly organised and efficient with excellent time management skills
- Team player with an ability to work independently
- Highly committed to customer satisfaction
- Ability to gain buy-in and commitment from others to ensure adherence to required timelines
- Excellent communication skills

- Proactive and creative thinker with a logical approach
- Positive, “can do” approach
- Professional (in appearance and attitude)
- Commercial awareness
- Project planning and management skills
- Competent user of relevant IT systems and equipment
- High level of English (written, spoken, listening)

### **Training:**

- Full training will be provided, and upon completion IAOCR Verified Competence Assessor Status will be awarded.

### **Rate of Pay**

- Rate of pay will be per assessment/verification rather by hourly rate (and will be dependent upon experience)

### **Location and working hours:**

- Freelance home based
- Flexible working hours (part-time)
- 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)