

## Cancer Research Malaysia

### JOB DESCRIPTION

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JOB TITLE	: Clinical Trials Manager
GRADE	: Grade 7
LOCATION	: Cancer Research Malaysia office, Sime Darby Medical Centre
RESPONSIBLE TO	: Group Leader, Breast Cancer Research Programme (Professor Dr Teo Soo-Hwang)
DATE	: April 2018

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### BACKGROUND

Cancer Research Malaysia (formerly known as Cancer Research Initiatives Foundations, CARIF) is seeking to recruit a Clinical Trials Manager to lead a new team to take forward clinical trials in cancer. In particular, the Clinical Trials Manager will work closely with the research teams in Cancer Research Malaysia, which have active programmes to develop therapeutic cancer vaccines, to repurpose existing drugs for the treatment of head and neck cancers, and to evaluate immunotherapy for breast cancer. In addition, the Clinical Trials Manager will work closely with the other internal and external stakeholders to take forward clinical trials in other cancers, where the focus is on investigator-initiated studies on affordable therapies, for example the use of anti-malarial or anti-diabetic drugs for the treatment of colorectal cancers.

### SCOPE / PURPOSE OF JOB

The purpose of the job is:

- a) To assist the Chief Executive in developing Cancer Research Malaysia's strategic directions for clinical research and clinical trials, and to be responsible for establishing and implementing an operational plan encompassing these areas.

### RESPONSIBILITIES

1. To be responsible for establishing and implementing Cancer Research Malaysia's **Clinical research and Clinical Trials plan**. This includes, but not limited to:
  - a. To maintain an up-to-date and detailed understanding of clinical trials in the cancer research, with a focus on head and neck cancers, breast cancers and other cancers which are prevalent in Malaysia.
  - b. To develop, grow and manage a portfolio of clinical trials. Specifically, to assist the Chief Executive and respective Heads of the Head and Neck and Breast Cancer Research Programmes in developing and executing clinical trials in these and other strategic areas, and to ensure that the implementation of the clinical trials meet external and internal milestones.
  - c. To be responsible for proactively seeking grants and awards and ensuring the financial sustainability of clinical trials programme through seeking and securing governmental and non-governmental funding.
  - d. To be responsible for overseeing Cancer Research Malaysia's partnership in the area of clinical trials. This includes developing effective collaborations and partnerships, and negotiating and managing intellectual property effectively.
  - e. To line-manage the Clinical Research Associates.
2. Other responsibilities includes:
  - a. To deputise for the Chief Executive and to represent Cancer Research Malaysia when appropriate.

- b. To prepare and present papers for the Board of Trustees of Cancer Research Malaysia.
- c. To take responsibility for designated projects as necessary
- d. To undertake other administrative tasks as required.

#### **QUALIFICATIONS AND COMPETENCIES**

1. Educated to degree level, with at least five years working experience in clinical research or clinical trials.
2. Able to think strategically, to put information in context, interpret complex information and have clear sight of the “big picture”
3. Able to interact confidently with all levels of stakeholders including donors, senior academics and researchers. Able to communicate persuasively either in one-to-one sessions with grant committees or with groups of lay individuals.
4. Experience of leading, motivating and managing a team.
5. Excellent written and oral communications skills, with attention to detail.
6. Good computer skills: good knowledge of Word and Excel desirable.
7. Excellent organization skills, able to prioritise, juggle multiple tasks and work to deadlines.