## JOB DESCRIPTION

**JOB SPECIFICATION**

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| **EMPLOYEE NAME** |  |
| **JOB TITLE** | Clinical Programme Manager |
| **GRADE** | R3 |
| **DEPARTMENT** | Eye Science |
| **LOCATION** | Worthing HQ |
| **LINE MANAGER** | Head of Eye Science |
| **PURPOSE OF ROLE** | Rayner is committed to improve patient outcomes through development of Eye Sciences. Eye Science department’s fundamental drive is to develop robust clinical programs to support scientific advances on Rayner’s portfolio of products. We partner with leading ophthalmologists and academic research centres globally on innovative clinical science studies that address important medical and scientific questions for our expanding portfolio. Eye Science supports the clinical requirements as Rayner continues to launch new and state-of-the-art products.  Eye Science is responsible for defining and delivering the clinical strategies that support meeting Rayner’s product development, MDR requirements, PMCF and commercialization objectives.  This is a key role working within the recently established Eye Science Department, reporting into the Head of Eye Science. The role will involve significant internal and external communication; interacting with all departments within Rayner’s head office in Worthing and our other global offices.  There will be significant project management and high level of co-ordinating clinical projects, engaging with clinicians and external clinical research organisations who are key to supporting our business, supporting medical device regulations and maintenance of clinical evaluation reports.  An exciting opportunity which allows career growth opportunities to match the growing and thriving Rayner environment. This will be a busy and demanding role based in the global headquarters in Worthing with some international travel (around 10% of your time). You will be joining a new dynamic and highly specialised global team in a company with tangible growth. The right candidate will have an excellent opportunity to make a positive impact as our business continues to grow and thrive. |
| **KEY ACTIVITIES/**  **ACCOUNTABILITIES** | * Managing and coordination of ongoing sponsored clinical studies for Rayner products. * Assist in clinical communications and clinical data analysis. * A point of contact for clinical queries around the Rayner product portfolio and co-ordinating responses from internal specialists. * Create, deliver and maintain detailed clinical evaluation reports for new and existing products. * Ensure all clinical references on marketing material are appropriate and referenced correctly. * Responsible for clinical compliance and governance of MDR. * Carry out proactive post market surveillance activities. * Work with Head of Eye Science to ensure budgets are in line with the business strategy. |
| **COMPETENCIES** | 1. **Ambition:** *We have the drive to continuously improve* 2. ***Integrity:*** *We are accountable for what we do acting ethically and in the best interests of our customers, patients and stakeholders* 3. ***Openness: –*** We positively consider new ideas and challenges 4. ***Respect: -*** We support each other and our customers to succeed 5. Strong project management skills 6. Strong interpersonal skills and relationship builder 7. Analytical and problem resolution skills 8. Good organisational skills 9. Flexible ‘can-do’ attitude needed to thrive in a rapidly growing and changing company 10. Ability to travel internationally at short notice |

## PERSON SPECIFICATION

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| **QUALIFICATIONS/ TRAINING/ EXPERIENCE** | **Essential:**   * Degree in Science, Engineering or equivalent professional experience * Project management qualification or experience * Experience with medical devices or pharmaceuticals   **Desirable:**   * Post Graduate Qualification in Optometry equivalent professional experience * Experience within Optometry/ophthalmology * Experience in managing clinical studies and clinical data * Language: English, 2nd language preferred |