



Job Description and Person Specification

Grade VI Officer Research Contracts & Clinical Trials Finance Officer, Research Directorate

Full time Permanent Vacancy

Reference: HR26E110

Closing Date for Applications: Monday, 16th March 2026

In-Person Interview Date: Monday, 30th March 2026

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: 01 221 6016 or recruitment@svuh.ie

Philosophy, Mission and Values of the Hospital

Philosophy

The philosophy of St Vincent's Healthcare Group is based on that of the Religious Sisters of Charity. The principles are observed in the treatment and care of patients, in dealings with staff and are based on the core values.

Mission

The Values underlying the philosophy of St. Vincent's Healthcare Group in relation to our care of patients and staff are those of human dignity, compassion, justice, quality and advocacy, which are based on the mission and philosophy of the Religious Sisters of Charity, our shareholders. We strive to maintain excellence in clinical care, education and research. We will continue to develop the Healthcare Group in line with the above principles and with our responsibilities to the wider Irish healthcare system.

Core Values

Human Dignity, Compassion, Justice, Quality and Advocacy

Overview:

The Research Contracts & Clinical Trials Finance Officer will support the Research Directorate by taking responsibility for **standard and intermediate clinical trial contractual and financial activities**, including **budget development, financial review, invoicing set-up and ongoing financial monitoring**, under the direction of the Business & Operations Manager.

The postholder will manage **end-to-end financial processes associated with clinical trials**, from feasibility and budget negotiation through to contract execution, invoice preparation and liaison with finance, while assisting senior colleagues on more complex projects.

The Research Contracts & Clinical Trials Finance Officer is responsible for ensuring that

- (i) the RD can comply with sponsors and funder terms and conditions,
- (ii) appropriate due diligence procedures are followed when subcontracting collaborating institutions or service providers, and
- (iii) the intellectual property, financial security and other interests of the SVHG are adequately protected.
- (iv) Clinical trials are appropriately budgeted

Working hours can be flexibly arranged but are expected to fall within regular working hours (Monday to Friday, between 8:00 to 17:00).

Accountability and Working Relationships

Title: Grade VI - Research Contracts & Clinical Trials Finance Officer

Reports to: Business & Operations Manager (or a nominee)

Key Duties and Responsibilities

The list of key duties and responsibilities is not intended to be exhaustive and is subject to change depending on service requirements.

The successful candidate will represent SVUH research contract-related collaborative initiatives, with a particular focus on clinical trials. They will also provide guidance, training, and support for investigators and researchers in research contractual and budgeting matters.

Role may include:

Contracts

- Manage and progress clinical trial contracts from receipt through to execution, in line with SVHG Research Directorate policies and service level expectations
- Review and coordinate the negotiation of clinical trial agreements (CTAs), amendments, extensions, confidentiality agreements and supporting documentation
- Act as a key point of contact for sponsors, CROs, funders and collaborating institutions in relation to research contract queries and timelines
- Support investigators and research teams by providing practical guidance on contractual terms, processes and requirements throughout the lifecycle of a research project
- Ensure that contractual terms align with SVHG Research Directorate requirements and SVHG Investigators agreed budgets, payment schedules, insurance arrangements and regulatory approvals
- Ensure that all research contracts comply with institutional policies, sponsor/funder requirements, regulatory frameworks and ethical approvals
- Accurately record and maintain contract data within research management and tracking systems, ensuring version control and audit readiness
- Lead the coordination of **contract execution workflows**, ensuring timely internal approvals and signature in accordance with SVHG delegated authority

Clinical Trial Finance & Budget Management

- Support SVHG Lead Investigators to prepare, review and monitor research budgets including per-patient costs, start-up fees, pass-through costs and overheads, in line with SVHG costing models and funder/sponsor requirements
- Support investigators during feasibility and site assessment by reviewing financial assumptions and advising on cost recovery
- Participate in budget negotiations with sponsors and CROs
- Ensure that agreed budgets are accurately reflected in clinical trial agreements and amendments
- Prepare and coordinate clinical trial invoices, including milestone, per-patient and pass-through invoices, ensuring accuracy and compliance with contract terms
- incomes against agreed budgets and flag variances, delays or financial risks to the line manager
- Liaise with sponsors, CROs and internal finance teams to resolve payment queries and discrepancies
- Support financial close-out of clinical trials, ensuring all invoices are raised and outstanding income pursued

Teamwork and Motivation:

- Contribute to the development of a streamlined and professional contracts support service by participating in regular team meetings to highlight contracts-related issues and suggest improvements
- Provide additional support to colleagues when needed so that deadlines can be met
- Assisting with training new staff, as required
- Managing workflows in the area to ensure that an efficient service is provided for research activities.

Liaison and Networking

- Establish collaborative relationships with SVUH colleagues and with counterparts at partner organisations and external bodies (Sponsors, CROs, Funders...) in order to negotiate contractual terms and conditions which successfully deliver research projects within the constraints of SVHG RD and funder regulations
- Participate in relevant external professional networks and disseminate information as required
- Where possible seek to influence policies in the interests of SVHG RD and network with other end users
- Manage your own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation

Service Delivery

- Review, interpret, and negotiate supportive documentation received from external parties
- Update template documents, as required
- Ensure financial terms of research contracts (payment schedules, invoice triggers, withholding, currency, VAT where applicable) are clearly defined and operationally deliverable
- Work with Finance to ensure contracts are **financially implementable** post-execution
- Support SVHG RD by complying with the administrative processes relating to research contracts and proactively promoting good research grant management practice aligned to SVHG policies and procedures
- Demonstrate SVHG RD values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement Decision Making
- Identify whether SVHG RD can comply with terms and conditions for a contract and whether the insurance policy will suitably indemnify the proposed research work (e.g. CTIS, CIS, Insurance Certificate level...)
- Follow due diligence procedures in order to assess the risk of contracting collaborating institutions or service providers
- Protect SVHG access to the results of research for further use or acknowledgment in publications
- Assisting line manager with training new staff in functions relevant to the position

Initiative and Problem Solving

- Resolve disputes that arise during a contract negotiation by suggesting changes that take into account the needs of both parties;
- Determine when contractual requests are more complex than initially presented, identify the problems and decide whether they can be resolved or should be referred to Line Manager
- Through referral to policy and guidelines, and drawing on experience in the field, propose solutions to complex issues within research contracts concerning legal, regulatory and funder obligations, and help the Research Directorate to learn from recurrent problems, through the
- Contribute to the development policy, priorities and agendas by highlighting issues, suggesting improvements
- Conduct contract negotiations in the context of all the relevant data, including background information from the client, prime sources from the funder and specialist advice on finance, legal and research governance matters

Additional Information

- Deploy the necessary legal and financial expertise to protect SVHG from exposure and risk and to assess risk in context and provide contractual risk management solutions where required

General :

- Provide reporting metrics, as required.
- Support other activities as may be requested by Line Manager and Director of Research
- Adhering to all relevant Policies, Procedures and Guidelines (PPGs) and the HSE Code of Practice for Healthcare Record Management.
- Dealing with queries
- Data entry on relevant IT systems in accordance with relevant PPGs.
- Participating in rotation of duties with other team members as required
- Performing such other duties as may be required from time to time
- Undergoing programmes of training and development as may be required from time to time

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries:

*Grade VI Officer -
Research Contracts & Clinical Trials Finance Officer,
Research Directorate*

Laure Méchineau-Phelan – Business & Operations Manager, SVHG Research Directorate
laurephelan@svhg.ie

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Person Specification

Factors	Essential	Desirable
Qualifications	<p>(i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004</p> <p style="text-align: center;">Or</p> <p>(ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.</p> <p style="text-align: center;">Or</p> <p>(iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction</p> <p style="text-align: center;">Or</p> <p>(iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</p>	<p>Relevant third level qualification:</p> <p>Legal or paralegal, or Completion of a relevant Master's degree level thesis or doctorate, or Strong experience and demonstrated expertise in the preparation and negotiation of contractual arrangements for clinical trials, including budgets</p>
Experience	<p style="text-align: center;">And</p> <p>Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.</p>	<p>Experience supporting financial aspects of clinical trials, including budget preparation, negotiation, invoicing or financial tracking.</p> <p>Demonstrated experience in clinical trial budgeting, financial management or research finance administration.</p>
Core Competencies	<ul style="list-style-type: none"> • Knowing the health service • Evidence of excellent ICT skills • Ability to work on own initiative and as part of a team • Excellent communication skills • Excellent organisational and time management skills 	<p>Knowledge of HSE Code of Practice for Healthcare Records Management.</p>

	<ul style="list-style-type: none"> • Flexibility • Attention to detail 	
Health	Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.	
Character	Candidates for and any person holding the office must be of good character.	

Particulars of Office:

The appointment is: Whole-time, Permanent and Pensionable.

Panel: A panel may be formed to fill upcoming permanent, temporary, whole and part-time vacancies over the next 6 months.

Annual Salary: Grade VI Officer (0574) as at 01/02/2026, pro rata

1	2	3	4	5	6	7
€57,898	€59,278	€60,963	€64,126	€66,017	€68,372 LSI	€70,734 LSI

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene:

During the course of employment staff members are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Protected Disclosure Policy:

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](http://www.stvincents.ie/Protected%20Disclosures)

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of electronic applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Career website.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Grade VI Officer -

Research Contracts & Clinical Trials Finance Officer,

Research Directorate

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Persons in receipt of a pension from specified Superannuation Schemes: Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012): Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. All interviews are held in person unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, overseas police clearance (if applicable)*, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

** If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

March 2026