

HEAD OF GOVERNANCE AND RESEARCH SUPPORT SERVICES



Job Title:	Head of Governance and Research Support Services
Department:	Research Support
Faculty:	MRC Unit The Gambia
Location:	Fajara, Gambia (with travel to field stations as required)
FTE:	1.0 FTE, 35 hours per week
	Fixed term until March 2022
Grade:	PSP Grade 8 £55,474 to £63,671
Accountable to:	Unit Director

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,000 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centres, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,000 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 55,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates).

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

MRC Unit The Gambia at LSHTM

MRC Unit The Gambia at LSHTM is a centre of excellence for research and training in diseases of public health importance in sub-Saharan Africa. Since February 2018, the Unit is part of the London School of Hygiene and Tropical Medicine. In addition, it is an important part of the community and works closely with the people and Government of The Gambia.

We are one of the largest scientific research centres in sub-Saharan Africa, and for more than 70 years, we have developed and maintained an international reputation for ground-breaking research into some of the leading causes of morbidity and mortality in the tropics. Our overall goal is to improve the health of people in developing countries by aiming for excellence in research, healthcare and training.

Our research program spans basic scientific research (immunology, microbiology, virology and molecular biology), clinical studies, large epidemiological studies and intervention trials, and translational research. The field and laboratory-based work draws on excellent research and clinical facilities and attracts international funding.

There are currently about 200 scientists, clinicians and senior administrative staff from more than 20 different countries, and over 900 support staff working at the Unit. We also host visiting researchers from around the world.

We have field stations in different ecological settings - Basse, Keneba and Walikunda - providing varied research opportunities. Our research continues to expand and break new ground in health sciences.

JOB DESCRIPTION

Overall Purpose of the Job:

The MRC Gambia is seeking to recruit a Research Governance & Support Services Manager to manage the internal departments/offices, namely Clinical Trials; Data Management & Archives; Bioinformatics & Statistics; and Research Development & Project Management.

The post-holder will develop a detailed understanding and provide guidance to the Unit and the wider clinical research community on the implications for clinical research of specific regulations and guidance such as the clinical trials regulations, Data Protection Act and the Research Governance Framework and the regulatory aspects of clinical trials. They will develop, generate and encourage a wide range of external funding opportunities and collaborations.

Principal Duties and Responsibilities

Research activities

- Develop, establish and deliver a portfolio of high-quality clinical trials through close collaboration with MRC researchers and their national and international partners to enhance the reputation of MRC Gambia as a centre of excellence for delivering clinical trials.
- Develop, implement and manage a robust system of quality assurance for all clinical trials.
- Develop and establish, in consultation with the Quality Manager, quality management systems and processes to ensure that clinical trials are run in accordance with Good Clinical Practice (GCP) and MRC policies & procedures to ensure compliance with the Research Governance Framework.
- Lead the review and development of MRC policies and procedures for governance, cost and risk implications to provide the best possible support to internal and external investigators to ensure continued quality improvement.
- Provide support for Independent Committees for data monitoring, audits and inspection of clinical trials and ensure that their recommendations are effectively communicated and implemented.
- Ensure all clinical trials documentation is held in accordance with the Data Protection legislation and resources and systems are in place to allow appropriate data collection and analysis.
- Oversee the management of Data Management & Archives, Bioinformatics & Statistics and Research Development & Project Management to ensure it provides high quality support for clinical trials and other research activities at the Unit.
- Will work closely with Scientists from the 3 Research Themes.
- Will interact externally with clinical collaborators and will provide support to external collaborators and site personnel to ensure compliance with applicable regulations and policies.

Training

- Provide advice and training in clinical trials, research governance, regulatory approval and project management to MRC staff and visiting workers.
- Contribute to the training and supervision of scientists and research students, including PhD students.
- Recruit, train, manage, appraise and develop the Unit's staff, delegating responsibility as appropriate to ensure that staff are well trained and motivated to provide high quality support to researchers.

Finance

- Develop, in conjunction with the Director of Operations and the Head of Finance, a financial plan for the sustainability of the Clinical Trials Department, exploring ways to promote efficiency and cost effectiveness and improve value for money.
- Assist with costing new trials, help to develop grant applications and oversee the management of clinical trial grants.
- Assist with the development of a standardised costing model for clinical trials.
- Manage and review budgets for the department in close liaison with the Finance Department and the Research Support Office.

Other

- Be a member of MRC Unit The Gambia's Scientific Coordinating Committee, which is responsible for evaluating all proposals in terms of their scientific merit and relevance to the Unit's research mission.
- Represent the Unit at Government and other stakeholder meetings.
- Undertake all work following the relevant safety rules and regulations as laid down in the MRC Safety Manual.

Generic Duties and Responsibilities of all LSHTM Employees

All staff at LSHTM are also expected to:

1. Act at all times in the School's best interests;
2. Treat School staff, students and visitors with courtesy and respect at all times;
3. Comply fully with School policies, procedures and administrative processes relevant to the role, including when acting as Principal Investigator, accepting academic, managerial, financing and ethical responsibility for a project
4. Comply with all of the relevant safety rules and regulations as detailed in the MRC Safety Manual
5. Uphold and support the School's values (as set out in the School Strategy document);
6. Act as ambassadors for the School when hosting visitors or attending external events.

The above list of duties is not exclusive or exhaustive and the role holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the role.

PERSON SPECIFICATION

Qualifications, Knowledge & Experience

Postgraduate degree or professional qualification
Formal training in ICH-GCP
Expert knowledge of clinical trial methodology and regulatory requirements.
Substantial experience in the design, conduct, analysis and reporting of clinical trials.
Experience of collaborating with and managing multi-disciplinary project teams.
Experience of advising and influencing others at senior level.
Experience of budgetary control and reporting.
Established organizational skills and ability to oversee a number of projects.
Methodical, practical with excellent attention to detail.
Able to maintain good judgement under pressure and meet deadlines.
Computer literate.

Problem solving & initiative

Innovative, able to problem solve and be decisive.
Proven ability to successfully negotiate clinical trials regulations.

Management & Teamwork

Excellent demonstrable management and leadership skills.
Ability to identify priorities.
Ability to delegate.
To be able to work both independently and collaboratively with medical, scientific and technical staff.

Communicating & Influencing

Writing skills for drafting protocols, reports, funding applications and regulatory documents.

Other skills & Behaviours

Ability to work co-operatively with key stakeholders including The Gambia Government Health Services
Ability to think strategically, for example in developing the portfolio of clinical trials to be undertaken at the Unit.
Ability to work co-operatively in a team

We promote equality and celebrate our diversity and provide a welcoming and inclusive environment for all staff members and for this role we actively encourage applications by members of all underrepresented groups

SALARY AND CONDITIONS OF APPOINTMENT

The post is fixed term and funded until March 2022. The salary will be on the Professional Services scale, Grade 8, (£55,474 to £63,671 per annum), at an appropriate point inclusive. The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Director's Days". Membership of the Pension Scheme is available. A package of overseas allowances is available depending on whether the successful candidate would need to relocate to take up this position.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.