

# RESEARCH ASSISTANT



<b>Job Title:</b>	<b>Research Assistant</b>
<b>Department:</b>	Infectious Disease Epidemiology
<b>Faculty:</b>	Epidemiology and Public Health
<b>Location:</b>	London (Keppel Street)
<b>FTE:</b>	1
<b>Grade:</b>	G5
<b>Accountable to:</b>	Rein Houben
<b>Job Summary:</b>	<p>The LSHTM TIME team is looking for an enthusiastic Research Assistant to join the team as soon as possible for the duration of the current grant (ending 30th November 2018), with possibility of extension. We work on developing and implementing modelling tools to inform TB policy decisions in high burden settings, as well as building local capacity. More information can be found on <a href="http://www.timemodelling.com">www.timemodelling.com</a>, or by contacting the PI of the grant, Dr Rein Houben at <a href="mailto:Rein.Houben@lshtm.ac.uk">Rein.Houben@lshtm.ac.uk</a>.</p> <p>Work will involve country engagement, as well as model implementation, contributing to model development. International travel to one or more of our current partner countries (South Africa, Nigeria, Ethiopia, Viet Nam, Indonesia and Kazakhstan) is likely.</p>

## 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 £110 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. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is 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.

## **FACULTY INFORMATION**

The Faculty of Epidemiology & Population Health (EPH) houses a large group of epidemiologists, demographers, statisticians and nutritionists working on issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into four research departments:

- Department of Infectious Disease Epidemiology
- Department of Medical Statistics
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a teaching programme consisting of ten MSc courses: Epidemiology, Demography and Health, Medical Statistics, Public Health in Developing Countries (run jointly with the Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Reproductive & Sexual Health Research, Veterinary Epidemiology (run jointly with the Royal Veterinary College), Global Mental Health (run jointly with Kings College London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology and Clinical Trials.

The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree. The Dean of Faculty is Professor John Edmunds.

## **JOB DESCRIPTION**

### **Main Activities and Responsibilities**

#### **KNOWLEDGE GENERATION**

1. To undertake high quality research as directed by your line manager, including contributing to drafting grant proposals and peer-reviewed and other outputs;
2. To support the administration of projects linked to your employment, helping ensure compliance with good practice in relation to the conduct of research, the ethics policy, and other relevant School policies;
3. To support the USAID TIME team in country engagement, model development and model implementation.

#### **EDUCATION**

1. To participate in some aspects of the School's Education Programme or educational outreach activities;

#### **INTERNAL CONTRIBUTION**

1. To undertake activities that support the Department, Faculty or the School;
2. To participate in the School's PDR process;

#### **EXTERNAL CONTRIBUTION**

1. To demonstrate good external citizenship by supporting the external academic and practice communities;

## PROFESSIONAL DEVELOPMENT & TRAINING

1. To keep up-to-date with the latest research/thinking in your academic field and with changes to pedagogic practice within the School and more generally;
2. For lab-based disciplines: to register for and complete a doctoral degree (if not already acquired);
3. To undertake and successfully complete the mandatory training required by the School as appropriate to the role;

## GENERAL

All academic staff are free within the law to question and test received wisdom, and put forward new ideas and controversial or unpopular opinions, to enable the School to engage in research and promote learning to the highest possible standards.

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;
4. Uphold and support the School's values (as set out in the School Strategy document);
5. Act as ambassadors for the School when hosting visitors or attending external events;
6. Perform as an ambassador for the TIME modelling work

*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.*

*Role descriptions should be regularly reviewed to ensure they are an accurate representation of the role.*

[JAN 2017]

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

### ESSENTIAL CRITERIA:

1. MSc in Epidemiology or similar MSc with a strong quantitative component
2. High standard in verbal and written English
3. Ability to work flexibly in a policy environment
4. Availability for international travel

### DESIRABLE CRITERIA

1. Experience in Tuberculosis
2. Experience in policy engagement
3. Experience in mathematical modelling

## **SALARY AND CONDITIONS OF APPOINTMENT**

The post is funded until 30<sup>th</sup> November 2017. The salary will be on the Academic scale, Grade 5 scale in the range £33,587 - £38,533 per annum (inclusive of London Weighting). 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.

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](mailto:jobs@lshtm.ac.uk). Please quote reference REF EPH-IDE-2018-16

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.

## **ASYLUM AND IMMIGRATION STATEMENT**

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points).

Date compiled: March 2017

## Academic Expectations: Research Assistant

Examples of expected types of activities are listed; the selection of activities will vary from year to year and not all activities in each category would necessarily be done in any one year. The statement in each shaded heading summarises the general expectations for contributions in each category. Given the nature of employment as a Research Assistant, it is expected that most activity will focus on knowledge generation, but some activity in other areas is desirable and will be required for career progression.

<b><i>Knowledge generation: High quality support for, and contribution to, research</i></b>
<i>Research and scholarship</i> <ul style="list-style-type: none"><li>• Undertaking research, as directed by line manager</li><li>• Contributions to funding applications including supporting more senior staff in completing applications</li><li>• Contributing to peer-reviewed outputs as expected by the subject area/discipline in terms of types of output</li><li>• Poster/oral presentations at conferences</li><li>• Social media contributions such as twitter, blogs, web-based media or webinars</li></ul> <i>Doctoral degree supervision</i> <ul style="list-style-type: none"><li>• None expected though involvement in advisory activities/roles or provision of practical skills training is encouraged where relevant</li></ul> <i>Research management, leadership and support</i> <ul style="list-style-type: none"><li>• Effective management of own time and activities</li><li>• Supporting the administration of projects he/she is employed on, eg taking meeting minutes</li></ul> <i>Professional development</i> <ul style="list-style-type: none"><li>• Appropriate courses and other development activities, referenced to RDF</li><li>• For lab-based disciplines: to seek to register for and complete a doctoral degree (if not already acquired), if contract and funding source permit.</li></ul>
<b><i>Education: Participation in educational activities<sup>1</sup></i></b>
<i>Teaching and assessment</i> <ul style="list-style-type: none"><li>• Limited participation in some aspects of the School's Education Programme or education outreach activities e.g. contributions to taught courses, research methods training, mentoring school pupils on outreach programmes</li></ul> <i>Educational development and innovation</i> <ul style="list-style-type: none"><li>• Limited contributions to educational innovations or developments, e.g. helping to update the content or delivery of a course or module</li></ul> <i>Educational leadership and management</i> <ul style="list-style-type: none"><li>• None expected</li></ul> <i>Professional development</i> <ul style="list-style-type: none"><li>• Formal study/training and/or other activities that develop educational knowledge and expertise, referenced to UKPSF</li></ul>
<b><i>Internal contribution: Support to the academic environment in the Department or beyond</i></b>
<i>Internal citizenship</i> <ul style="list-style-type: none"><li>• Supporting Department/Faculty/Centre/School events or special interest groups; organising seminars/lab meetings/journal clubs; group or departmental social organising; support to Athena Swan activities; support to external partnerships</li></ul> <i>General leadership and management roles</i> <ul style="list-style-type: none"><li>• None expected</li></ul>

<sup>1</sup>it is accepted that some RA roles and/or funding make it difficult to give time to Educational activities, but some degree of engagement is encouraged

***External contribution: Support to the external academic community***

*External citizenship*

- Involvement in journal or book reviews, if opportunities arise
- Sharing examples of good practice (e.g. contributing to discipline-specific interest group or professional bodies)

*Knowledge translation and enterprise: not expected but options include*

- Collection of evidence of research impact for impact case studies (e.g. policy records, correspondence with policy makers, media highlights)
- Engagement with policy/practice/industry/NGO communities and with the general public