LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE  
(University of London)  

FACULTY OF EPIDEMIOLOGY AND POPULATION HEALTH  

DEPARTMENT OF MEDICAL STATISTICS  

Lecturer: Course Director for Distance Learning MSc in Clinical Trials (0.4 FTE)  

FURTHER PARTICULARS  

THE SCHOOL  

The London School of Hygiene & Tropical Medicine (LSHTM) is one of Europe’s leading schools of Public Health and a leading postgraduate institution worldwide for research and postgraduate education in global health.  

Part of the University of London, the London School is the largest institution of its kind in Europe with a remarkable depth and breadth of expertise encompassing many disciplines. The School was ranked one of the top 3 research institutions in the country in the Times Higher Education’s ‘table of excellence’, which is based on the 2008 Research Assessment Exercise (RAE). In 2009, the School became the first UK institution to win the Gates Award for Global Health.  

The School’s environment is a rich multicultural one: there are around 3500 students from 100+ countries following 24 taught masters courses delivered either in London or through distance learning, and about 400 undertaking a research degree. Over 40% of these students are from non-European countries. Alumni are working in more than 180 countries. The School has about 1600 staff drawn from over 74 nationalities.  

There are research collaborations with over 100 countries throughout the world, utilizing our critical mass of multidisciplinary expertise which includes clinicians, epidemiologists, statisticians, social scientists, economists, molecular biologists, immunologists, ophthalmologists, anthropologists, virologists, pharmacologists and nutritionists. At any one time around 100 School staff are based overseas, particularly in Africa and Asia. We have a strong commitment to partnership with institutions in low and middle income countries to support the development of teaching and research capacity.  

The School has expanded greatly in recent years. Its research funding now exceeds £67M per annum, much of it from highly competitive national and international sources. The commitment of staff to methodological rigour, innovative thinking and policy relevance will ensure that the School continues to occupy a leadership position in national and global health, adapting quickly to new challenges and opportunities.  

Mission  

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.
THE FACULTY

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 330 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 149 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor John Edmunds.

DISTANCE LEARNING

In addition to the nineteen face-to-face MSc courses, the School offers five distance learning MScs. The distance-learning MSc in Clinical Trials went ‘live’ in October 2006 (http://www.lshtm.ac.uk/study/masters/dmsct.html).

More information on distance learning is available on the University of London website at http://www.londoninternational.ac.uk/

THE POST

JOB DESCRIPTION

Post: Course Director for Distance Learning MSc in Clinical Trials (0.4 FTE)

Grade: Lecturer, Grade 7 on the Academic Pathway

Responsible to: Craig Higgins, EPH Taught Course Director and Associate Dean of Studies (Technology-enhanced Learning & Teaching)

Main duties would include to be responsible for, with the Co-Course Director, all aspects of the day-to-day management of the course and to lead the future development of the course to ensure the continued delivery of a high quality course to students.
**Academic Course management**

- To liaise closely with the Course Manager and Student Support Officer in administrative management of the course
- To be aware of the Course Director’s responsibilities within the School’s regulatory framework
- To participate as a member in Faculty Teaching Committee and the School-wide Learning and Teaching Committee, and participate in formal meetings of the University of London, International Programmes, as required
- To estimate budget needs for all review and revision activities and monitor tutor hours used
- Coordinate allocation of tutor hours and tasks in collaboration with the Faculty Taught Course Director and Module Organisers (MOs).
- Organise tutor cover for all academic course tasks by means of i) setting and managing budget for external tutors and ii) using teaching allocations hours effectively for in-house tutors
- To arrange for the evaluation of the Course by the students. Analyse and disseminate results at Course Committee, and to students. Feedback Module specific report to MOs
- To review and revise the advertising schedule in collaboration with the LSHTM (registry) and the University of London International Programmes. To explore new scholarship opportunities.
- To review special case applications and make decisions about suitability

**Tutors**

- To organise the recruitment, induction, and guidance (training) of tutors and allocation of work (hours)
- To identify, guide and support the academic course team (MOs, tutors)
- Arrange MOs briefing meetings and a Tutor Induction meeting before the start of each term (either in house or via Collaborate)
- To organise and produce papers (Course Directors report and liaise with MOs for module specific reports) for regular meetings of the Course Committee (3 a year)

**Course Delivery**

- To ensure that quality and standards are maintained in all aspects of course delivery
- To facilitate and respond to annual course evaluations, and write annual reports as required
- To ensure student and staff resources on Moodle are kept current and that appropriate guidance is given to students and academic staff in their use
- Ensure that information on other sites, including the International Programmes and LSHTM websites and Prospectuses etc are kept current and correct.
- To keep the Taught Course Director informed and respond to his/her requests and advice
- To ensure quality of tutoring

**Course content development** (in conjunction with the Course Director (content), Module Organisers, the Course Manager, and the Learning Technologists)

- To develop initiatives for improvements to the course content, in terms of both pedagogical developments in distance-learning and also technological developments
- Ensure that students have an appropriate provision and choice of modules and make suggestions for change as necessary
- To oversee the development of new CT modules,
- Share good practice with LSHTM DL course directors
Exams

- To be a member of DL CT Board of Examiners
- To provide support to the Chair of the DL CT Board of Examiners, including coordinating the setting and marking of examination papers and assignments, and writing of examiners reports.
- To provide appropriate guidance to MOs and tutors in the exam processes

Student Support

- To revise and update the academic content of the Student Handbook and other course related publications
- To ensure general academic student queries are dealt with appropriately and that students have access to the Course Director (or delegated deputy) if required
- To consider ways of monitoring student academic progress, and evaluate the progress annually
- To provide student references as necessary
- To consider ways of enhancing student induction to the course
- To consider ways of enhancing student support
- To liaise with the student representative(s)

Other activities

- To contribute to the School's teaching programme, to include teaching duties for the DL Clinical Trials MSc
- To assist the Co-Course director and Course Content Director in other tasks as required

PERSON SPECIFICATION

**Essential**

- Experience in clinical trials
- Postgraduate training in a field relevant to clinical trials
- Teaching experience at post-graduate level
- Experience of teaching management
- Experience of academic management and leadership
- Excellent interpersonal, written and oral communication skills
- Proven ability to work independently, but also to work effectively in a team
- Proven ability to work under pressure and to prioritise workload effectively
- Proven ability to use Windows-based software

**Desirable**

- Experience of distance learning material / courses
- Experience of managing a budget
- Experience of Moodle / Collaborate
SALARY AND CONDITIONS OF APPOINTMENT

The post is funded part-time (0.4 FTE) for 2 years and is available from 1st April 2015. The appointment will be made on Academic Pathway Grade 7, pay scale £43,312 - £49,582 per annum, inclusive, depending on qualifications and experience. The post will be subject to the LSHTM terms and conditions of service. Membership of the USS Pension Scheme is available.

ASYLUM AND IMMIGRATION

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.

For this vacancy, it is not likely that the School would be able to make a successful application for a Certificate of Sponsorship. For this type of post, it is unlikely that we would be able to appoint an individual who is not currently eligible 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

APPLICATIONS

Applications should be made online via our website at http://jobs.lshtm.ac.uk. Online applications will be accepted by the automated system until 10pm GMT, 11 February 2015. The reference for this post is DECH2. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if shortlisted. 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.

It is likely that the interviews will be held on Monday 9th March. 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.

The London School of Hygiene & Tropical Medicine is committed to being an equal opportunities employer