



## **LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE**

### **FACULTY OF EPIDEMIOLOGY AND POPULATION HEALTH**

#### **DEPARTMENT OF POPULATION HEALTH**

#### **RESEARCH UPTAKE MANAGER (MATERNITY COVER)**

#### **GENERAL INFORMATION**

##### **The London School of Hygiene & Tropical Medicine**

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

##### **History**

Founded in 1899 at the London Docks, LSHTM is now based in Bloomsbury, where it has two main sites at Keppel Street and Tavistock Place, and additional sites in The Gambia and Uganda. Today, our staff, students and alumni work in government, academia, international agencies and health services across the world. [Learn more about the history of LSHTM.](#)

##### **Research**

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.

##### **Staff community**

We have 3,300 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.

##### **Partnerships**

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 Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

## Education

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 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 270,000 participants globally.

## Excellence in research and education

We perform strongly in various global university league tables. In the Shanghai Ranking's Global Ranking of Academic Subjects 2020 we placed 3rd in [public health](#) (1st in the UK). In the [2020 CWTS Leiden Ranking](#) LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, and third in Europe for publishing open access research.

In the US News Best Global Universities Ranking 2021, we ranked [3rd in the world for public, environmental & occupational health](#), [4th in the world for infectious diseases](#), [11th in the world for social sciences & public health](#), and [12th best University in the UK overall](#). We [ranked 27th for medicine](#) 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 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.

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.

## 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 for Development (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

*Human Resources 2019-MT*

London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology, Clinical Trials and Demography in Health. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree. The Dean of Faculty is Professor Elizabeth Allen.

## **DEPARTMENT OF POPULATION HEALTH**

The Department of Population Health aims to bring important benefits to global population health and health equity by generating, evaluating and disseminating effective interventions, treatments and policies. It is a centre of excellence in the determinants and consequences of population change.

Our research involves epidemiology, drug trials, complex intervention development and trials, demography, research on the mechanisms of disease, treatments and interventions, qualitative research and systematic reviews of evidence. We work on some of the largest public health issues in the world including: climate change and planetary health, Covid-19, demography, emergency care, global mental health, maternal, newborn and child health (MNCH), nutrition, non-communicable disease and sexual and reproductive health (SRH). The Department of Population Health has strong links with the Malawi Epidemiology and Intervention Research Unit (MEIRU), the MRC unit the Gambia, international agencies and a large network of overseas research collaborators. The Head of Department is Professor Caroline Free.

## ABOUT IMMANA

Innovative Methods and Metrics for Agriculture and Nutrition Actions (IMMANA) is a research initiative funded by the UK Foreign, Commonwealth and Development Office (FCDO). The first phase of the IMMANA programme was implemented over five years, 2015-2019; and has been extended for an additional five years, 2019 – 2024.

IMMANA aims to accelerate the development of a robust scientific evidence base needed to guide changes in global agriculture and food systems to feed the world's population in a way that is both healthy and sustainable.

The objectives of IMMANA are to:

1. Stimulate validation and continued development of innovative methodological approaches and novel metrics in agriculture and food systems for improved health and nutrition;
2. Deepen and expand the pool of emerging leaders skilled in developing and applying cutting-edge methods and metrics;
3. Convene a global research network - the ANH Academy - to facilitate learning, sharing and new interdisciplinary research collaborations and policy uptake of emerging evidence;
4. Synthesise and facilitate the uptake of existing data and scientific evidence to inform policies and investments in agriculture and food systems for improved nutrition and health.

IMMANA consists of three interrelated workstreams:

- [Competitive Research Grants to Develop Innovative Methods and Metrics for Agriculture and Nutrition Actions \(IMMANA Grants\)](#)
- [Post-Doctoral Fellowships for Emerging Leaders in Agriculture, Nutrition, and Health Research \(IMMANA Fellowships\)](#)
- [Agriculture, Nutrition & Health Academy](#) - a global research network in agriculture and food systems for improved nutrition and health.

## JOB DESCRIPTION

<b>Job Title:</b> Research Uptake Manager	
<b>Department /Division/Unit:</b> DPH	
<b>Faculty/Professional Service:</b> EPH	
<b>Location:</b> London	
<b>Reports to:</b> Programme and Grants Funding Manager	
<b>Accountable to:</b> Principal Investigator	
<b>Responsible for:</b> NA	
<b>Full Time/Part Time/Casual:</b> Full Time	<b>Hours</b> <i>(if less than full time):</i>
<b>Grade:</b> 5	
<p><b>Overall Purpose of the job</b></p> <p>The post-holder will be responsible for driving the research uptake strategy for the IMMANA programme, in particular ensuring that the outputs and impacts of the Grants and Fellowships workstreams of the IMMANA Programme are communicated to the relevant stakeholders in a persuasive manner that leads to uptake. The Research Uptake Manager will be responsible for the coordination and oversight of the development, production and distribution of IMMANA research uptake products. They will also provide training and build capacity of grantee research partners in appropriate research management and communication methods and will maintain a network of contacts with relevant programme stakeholders.</p> <p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• Lead on developing and implementing the IMMANA Research Uptake Strategy for the IMMANA Programme (specifically IMMANA Grants, IMMANA Fellowships and the Synthesis Centre work streams) and supporting the communication of the scientific outputs from these to a variety of internal and external audiences.</li> <li>• Identify the various types of appropriate research uptake products for various audiences and position the scientific outputs to the right stakeholders in the right format at the right time.</li> <li>• Identify appropriate audiences and channels, and lead the implementation of research uptake activities, primarily with research, practitioner and policy constituencies.</li> <li>• Capture scientific outputs, impacts and lessons from IMMANA Grants and IMMANA Fellowships, working closely with the IMMANA Programme and Grants Manager</li> <li>• Ensure that scientific data emerging from IMMANA Programme are discoverable through relevant platforms.</li> <li>• Curate the scientific outputs and present impacts on the IMMANA and LSHTM websites.</li> <li>• Identify and project manage opportunities to promote scientific outputs and impacts from IMMANA via relevant platforms and fora.</li> <li>• Active promotion of the IMMANA research outputs and outcomes, working closely with the Communications Lead. This includes the design and development of appropriate and relevant research uptake materials such as toolkits, reports, blogs, policy briefings, case studies and podcasts/ videos.</li> </ul>	

- Develop and maintain comprehensive and up-to-date library (I.e. Endnote, Mendeley) of IMMANA publications
- Track research impact through tools such as Altmetric
- Lead on open access and open data training for all IMMANA researchers, making them aware of donor and publishing requirements and protocols.
- Contribute to drafting of annual reports, other scientific documentation relating to the research project and communication, promotion and dissemination documents; such as newsletters.
- Collate, synthesize and document IMMANA programme research uptake products and communications, coordinating closely with the Communications Lead to ensure that the project is able to appropriately capture and tell the IMMANA impact story.
- Prepare and copy-edit written content articles and other communications for IMMANA, stakeholders and general public audience.

#### **Teamwork and Motivation**

- Lead on the provision of research uptake support to IMMANA staff, Grantees and Fellows.
- Work as part of the IMMANA team, contributing actively to shared goals and rearranging priorities to support the rest of the team during busy periods.

#### **Liaison and Networking**

- Use contacts and sector-specific knowledge to identify key stakeholders and audiences for the Training of Trainers (ToT) workshops.
- Develop a stakeholder database and maintain it, keeping it up to date.
- Work with research uptake managers from across the global academic and policy ecosystem in order to position IMMANA scientific outputs effectively.
- Communicate with suppliers and web developers on a regular basis to ensure IMMANA products and materials are of a high aesthetic standard.

#### **Service Delivery**

- Lead on the coordination of the IMMANA Training of Trainers (ToT) programme in Africa and Asia.
- Coordinate and communicate with IMMANA PI and Research Fellows, Grantees and Fellows to ensure timely, quality delivery of research products and other programme deliverables.
- Present IMMANA research activities within the stakeholder network, including representing IMMANA at conferences and exhibitions.
- Identify and engage potential users of agriculture, nutrition and health research throughout the programme period at regional and international levels.
- Proactively work with target audiences to find ways of meeting their needs for research evidence and how best to communicate with them.

#### **Decision making processes**

- Take initiative in building relationships with research uptake departments of partner organisations.
- Prioritise and organise own day-to-day workload while maintaining flexibility to react to unplanned events.
- Decide upon the most suitable suppliers to produce key outputs from IMMANA
- Contribute to key discussions around IMMANA presence – and at what level – at external events and fora.

#### **Planning and organising resources**

- Support Synthesis Centre activities as it relates to coordinating the design and dissemination of specialized research uptake products for each sub-activity.

- Assist the IMMANA PI and Programme and Grant Funding Manager in the development and dissemination of the competitive research grants funding call, including monitoring the submission of concept notes and full applications.
- Support the input and monitoring of IMMANA Grants programme outputs and outcomes using the Grant Management system.
- Assist the ANH Co-Director during the annual Academy week abstract submission and review process, including providing support to the Scientific committee.
- Proactively manage the research uptake budget, maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
- Take independent decisions on budget and expenditure using own knowledge in conjunction with written guidelines/checklists and templates.
- Understand and adhere to the school Financial Regulations and funder regulations.
- Assist Programme and Grants Funding Manager with the establishment of sub-contracts which relate to research uptake activities.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to the Programme Coordinator for processing.

#### **Initiative and Problem solving**

- Use initiative to resolve any problems that may occur during the ToT programme to ensure that all components run smoothly.
- Manage and prioritise unpredictable enquiries alongside scheduled tasks, and support other colleagues to do the same where necessary.
- Anticipate, respond to and resolve potential controversies or emergencies before they become problematic and know when to escalate potential problems to the Programme and Grants Funding Manager if they become serious.
- Work diligently, sensitively and creatively to resolve any political or communications-related problems that may arise through the research uptake continuum
- Proactively search for research uptake opportunities for the IMMANA programme to capitalise on.
- Proactively establish systems that enable a narrative of IMMANA's impact to be woven.

#### **Analysis and Research**

- Prepare budget forecasts for the ANH Academy co-Director and IMMANA Programme and Grants Funding Manager's quarterly expenditure reports to funders, detailing forecasted spend on research uptake activities.
- Develop and maintain sophisticated and comprehensive monitoring tools for tracking the impact of the IMMANA programme across different domains and channels
- Working with the ANH Academy co-Director and Communications Lead, conduct periodic oversight of the programme by using monitoring data to evaluate the ongoing effectiveness of IMMANA research uptake strategies. Utilise these analyses to modify future activities and strategies where necessary.
- Leading impact story documentation of IMMANA scientific advances and its contributions to the field; analysing the stakeholder database on an ongoing basis and to ensure that IMMANA outputs are positioned for impact; ensure that all the key stakeholder constituencies are being reached
- Monitor and track Grantees' and Fellows' Research Uptake activities, using their quarterly narrative and milestone reports.

#### **Other**

- Support ANH Academy Weeks Scientific Committee
- Take responsibility for additional tasks and projects where there is capacity.

- Adhere to Faculty and School policy and procedures at all times.
- Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- Contribute to general activities of the Department and School that help to promote the objectives of the school.

This list is not exhaustive and the post-holder will be expected to carry out duties in line with these responsibilities.

#### Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

***This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.***



## 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.

<b>Job Title: Research Uptake Manager</b>
<b>Department/Division: Population Health</b>

Competency	Evidence	E/D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Post graduate degree in international development or a related discipline or equivalent experience.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience in communicating scientific research to a wide range of audiences.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience in research management</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge and understanding of the agriculture and nutrition sectors</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Excellent writing and editing skills and experience writing for various formats such as websites, blogs, briefing papers.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience in synthesising research findings and communicating them via appropriate channels to various specialist and non-specialist audiences, including media, practitioners and policy-makers.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of setting up and managing complex websites and interactive virtual communities.</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of managing research networks.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability and willingness to organise events overseas.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages.</li> </ul>	E
		E

	<ul style="list-style-type: none"> <li>• Experience of establishing or developing systems or processes to manage information.</li> <li>• Experience in organising training activities</li> </ul>	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of academic research and funding within higher education.</li> </ul>	E
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills including the ability to establish and maintain effective working relationships.</li> <li>• A collaborative and flexible approach with evidence of ability to work independently and as part of a team.</li> <li>• Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively.</li> </ul>	E E E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

### **Salary and conditions of appointment**

The post is based in the Keppel Street building of the London School of Hygiene & Tropical Medicine. The post is full-time and fixed-term until 31 October 2022 and is available from October 2021. The salary will be on the Professional salary scale pathways Grade 5 in the range £34,854 - £40,011 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 "Wellbeing Days". Membership of the Pension Scheme is available.

### **Asylum and Immigration**

The School will comply with current UKVI legislation, 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 email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>

### **APPLICATIONS**

Applications should be made on-line at our website at [jobs.lshtm.ac.uk](https://jobs.lshtm.ac.uk). Online applications will be accepted by the automated system until midnight on of the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto: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.