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 by Sir Patrick Manson, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. 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.

Research income has grown to over £85 million per year from national and international funding sources including the UK government, the European Commission, the Wellcome Trust and philanthropic sources.

Education programmes have grown to more than 1,000 London-based Master’s and Research students, 2,900 studying Master’s by distance learning and 1,000 on short courses and continuous professional development. We have also launched a series of free online courses, and more than 15,000 people registered on the first of these, Ebola in context. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

The School is highly ranked in various university league tables. It was named the world’s leading research-focused graduate school in the Times Higher Education World Rankings in 2013. In 2014, it was ranked in the top 10 universities in the world for citation rate by the new EU-supported U-Multirank database, fourth in the world for impact in medical sciences by the Leiden Ranking and third in the world for social science and public health in the US News Best Global Universities Ranking. According to the results of the UK government’s Research Excellence Framework, published in December 2014, the School was ranked second overall (after the Institute for Cancer Research) on the key measure of impact.

Faculty of Infectious and Tropical Diseases

The Faculty of Infectious and Tropical Diseases encompasses all of the laboratory-based research in the School as well as that on the clinical and epidemiological aspects of infectious and tropical diseases. It is headed by Brendan Wren, who is Professor of Microbial Pathogenesis. The range of disciplines represented in the faculty is very broad and inter-disciplinary research is a feature of much of our activity. The spectrum of diseases studied is wide and there are major research groups with a focus on malaria, tuberculosis, HIV/AIDS and other sexually transmitted diseases, vaccine development and evaluation, and vector biology and disease control. The Faculty is organised into four large research departments comprising: Pathogen Molecular Biology, Immunology and Infection, Disease Control, and Clinical Research. There is close interaction between scientists in different research teams. The Faculty has strong overseas links, which provide a basis for field studies and international collaborations in developed and developing countries. The teaching programme includes MSc courses, taught in-house and by distance learning, which are modular in structure, a variety of short-courses and an active doctoral programme (PhD and DrPH). For further information on the Faculty see: http://www.lshtm.ac.uk/itd/index.html.
Department of Clinical Research (Head: Professor Philippe Mayaud)
The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department's main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

Teaching
The School offers 19 one year full-time taught courses leading to the Master of Science (MSc) degree of the University of London and the Diploma of the London School of Hygiene and Tropical Medicine (DLSHTM). The Faculty of Infectious and Tropical Diseases runs or contributes substantially to ten of these courses and the “Immunology of Infectious Diseases” course is run from within the Department of Immunology and Infection. In addition, the Faculty is responsible for the three-month Diploma in Tropical Medicine and Hygiene (DTM&H), the Diploma in Tropical Nursing and offers a range of specialist short courses lasting usually one or two weeks. Five MSc courses are also offered by Distance-based Learning, including one on Infectious Diseases.

Teaching requirements
To contribute to the Faculty teaching programme, up to 15% of your time per annum, subject to the policy of any funding agency (by agreement, some staff may make a greater contribution than this).

Research Training
The School offers two doctoral training programmes. The MPhil/PhD degrees are designed for those who wish to go on to a full time research career. The DrPH is directed towards those who expect their careers to be more in the practice of public health.
JOB DESCRIPTION

Job Title: Clinical Trials Laboratory Scientist

Department /Division/Unit: CRD

Faculty/Professional Service: ITD

Location: Sierra Leone

Reports to: David Ishola

Responsible for: 2X Lab Scientists and two Lab Technicians

Full Time/Part Time/Casual: Full time

Grade: 5

Overall Purpose of the job

The role holder will assist in the setting up of a clinical study laboratory in Sierra Leone - reporting to Dr Deborah Watson-Jones as PI and on a day-to-day basis to Dr David Ishola.

The role holder will carry out laboratory work related to an IMI funded project that is focused on the development of a Prophylactic Ebola Vaccine using an Heterologous Prime-Boost Regimen (EBOVAC1).

Principal Duties and Responsibilities

Communications

• Assist in the setting up of the clinical study laboratory in Sierra Leone and being responsible for ordering laboratory equipment, consumables and reagents.
• Organising and participating in laboratory meetings and other discussions with in-country partners, LSHTM, Janssen Crucell, INSERM and other stakeholders to discuss research progress, findings and any other aspects of the study.
• Keeping in close contact with LSHTM senior research team members and consulting with them on strategic issues and issues that might have any safety or major financial implications for the project.
• Traveling to progress and coordination meetings as required, including meetings in Europe.
• Undertaking other duties as may be required by the LSHTM Principal Investigator, Laboratory Director or Trial Manager in Sierra Leone or Head of Department.

Teamwork and Motivation

• Undertaking Category II laboratory duties allocated to them in order to fulfil the wider objectives of the team in achieving the milestones set out in the grant.
• Working co-operatively with colleagues working in the same laboratory.
• Recruiting, training and supervising laboratory staff and managing the study laboratory to ensure the trial is conducted to (Good Clinical Laboratory Practice) GCLP and international trial standards.
• Working with partners to ensure the personal health and safety of all laboratory staff involved in the project in Sierra Leone. This will include, but not be limited to, helping to develop
laboratory guidelines for personal health and safety for staff, and checking that these are known and are being followed with guidance from the clinical teams as appropriate.

**Liaison and Networking**

- Readily communicate information on experiments, general lab work and results independently and on request to the team.
- Providing liaison with the study leads, accurate record keeping and reporting and keeping an inventory of study equipment and reagents.
- Liaising with the collaborating Janssen laboratories and ensuring that samples are sent to the laboratory according to schedule and protocol shipping requirements.
- Liaising with Ebola diagnostic laboratories in-country and assisting in the selection of research partners and potential collaborating laboratories in-country.
- Acting as one of the points of contact for the laboratory during a quality audit or regulatory inspection.

**Service Delivery**

- Delivering the laboratory arm of the study, including both laboratory testing and study management.
- Preparing samples for immunological assays.
- Developing project Standard Operating Procedures for laboratory activities and drafting weekly laboratory reports for the trial team and progress reports for the trial governance bodies (e.g. Clinical Steering Committee, Trial Steering Committee, Data and Safety Monitoring Board) and funding agency (IMI) as required.
- Participating in the data cleaning of laboratory results for the trial, as required by the Janssen Crucell and LSHTM statisticians.
- Assisting in establishing a clinical laboratory that meets the requirements of Good Clinical Laboratory Practice (GCLP)
- Establishing an equipment maintenance programme to ensure that all laboratory equipment remains fit for purpose.

**Decision Making**

- Role holder will be instructed in how to carry out experiments and given protocols to follow. They will decide when to refer to the Laboratory Director, PI or Trial Manager in Sierra Leone when practicalities or results fall outside of norms.
- Working in a shared lab the role holder will decide when stocks are low and use the Agresso system to order lab items – ensuring correct cost centres are used for charging.
- Leading or approving on appropriate Corrective and Preventative Actions (CAPAs) as a response to a laboratory deviation or potential deviation.

**Planning and Organising**

- Role holder will decide how to plan their day to manage their time in order to complete tasks/conduct experiments to produce accurate results.
- Supervising and performing laboratory activities required for the study, and ensuring that these are performed according to the trial protocol and results are fed back to the clinical team in a timely fashion.

**Initiative and Problem Solving**

- Developing laboratory protocols and supervising other laboratory staff. Where outcomes differ or issues arise they have open lines of communication to refer the matter to the PI or Trial Manager in Sierra Leone.
- If equipment or machinery fails to operate they will take the initiative to report this to appropriate staff.
- Leading the trouble-shooting of laboratory analysers when a fault is identified and ensuring that it is reported and escalated appropriately to staff.

**Analysis and Research**

- The role holder will follow trial protocols in the setting up of assays.
- They will participate in the data cleaning of laboratory results for the trial.

**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.

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<tr>
<th>Competency</th>
<th>Evidence</th>
<th>E/D</th>
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<tbody>
<tr>
<td><strong>Education, Qualifications and Training</strong></td>
<td>• BSc in Biomedical Sciences or a related field.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>• Extensive and relevant practical laboratory experience in a clinical diagnostic or clinical trials laboratory.</td>
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<td>• Experienced in working in a fully accredited laboratory to GCLP or ISO:15189 standards.</td>
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<td>• Experience of clinical trials research.</td>
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<td>• Detailed understanding of regulatory procedures and documentation relating to clinical trials.</td>
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<td>• Experience in equipment qualification and verification procedures.</td>
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<td>• Experience working in laboratories and with laboratory teams in a developing country.</td>
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<td>• Detailed experience of performing clinical haematology and biochemistry diagnostics.</td>
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<td>• Detailed knowledge and experience of implementing, operating and maintaining Quality Assurance &amp; Quality Control systems including; Internal Quality Control (IQC) and External Quality Assurance (EQA) schemes in diagnostic clinical chemistry and haematology.</td>
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<td></td>
<td>• Experience working in an Ebola affected country.</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>• Experience of laboratory management.</td>
<td>E</td>
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### Evidence of having worked effectively both independently and as a member of a multidisciplinary scientific team.

### Knowledge
- Familiarity with Laboratory Information Management System (LIMS) or similar laboratory management programs.

### Personal Qualities
- Strong organisational skills.
- Good attention to detail.
- Excellent inter-personal skills and a willingness to work with others to overcome problems as and when they arise.
- Evidence of having worked effectively in a multicultural environment.
- Excellent written and oral communication skills in English.
- Willingness to be based in Sierra Leone (outside the capital city) with occasional work travel elsewhere (e.g. for conferences or meetings in Europe) for trips usually lasting 3-7 days.

**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 full-time and is funded until November 30th 2017. Salary is on the Professional Support Pathway 5 from £32,647 - £37,477 per annum (inclusive of London Weighting). Annual leave entitlement is 30 working days per year for all staff (pro-rata for part-time staff). In addition, staff are entitled to public holidays and Director’s days on which the School is closed.

### APPLICATIONS
Applications should be made online via our website at [http://jobs.lshtm.ac.uk](http://jobs.lshtm.ac.uk). The reference for this post is **ITD-CRD-07**. 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 on the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).