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 10% 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.

Project information

EBOVAC is a large scale Phase III trial to assess the safety and efficacy of a novel prime boost prophylactic vaccine regimen against Ebola Virus Disease. The vaccine has been developed by Crucell Holland B.V., part of the Janssen Pharmaceutical companies and the trial is funded by the Innovative Medicines Initiative (IMI) of the EC. More information can be found at http://www.ebovac.org/

JOB DESCRIPTION

Post: EBOVAC Assistant Coordinator

Grade: Academic Pathway Grade 6 (Research Fellow)

Responsible to: Dr Daniela Manno, Dr Deborah Watson-Jones

Department: Clinical Research Department

Main duties and responsibilities:

- Assisting the EBOVAC principal investigator (PI), Deborah Watson-Jones, and the EBOVAC coordinator, Daniela Manno, in the coordination of the EBOVAC project, including attending and recording outcomes of research collaborator meetings where required.
- To help ensure that the trials are conducted in accordance with ethical and regulatory requirements and are completed on time and on budget.
- Ensure that the trials conform to requirements of the relevant regulatory agencies and frameworks, and assist in co-ordinating any audit processes if required.
- Prepare and manage regulatory authority and ethics applications and approvals under the supervision of the EBOVAC coordinator. Prepare and submit all necessary reports to relevant research and ethics authorities as required.
- Assist in preparing reports for the Ebola Vaccine trial governance bodies (e.g. Clinical Steering Committee, Steering Committee, Data and Safety Monitoring Board, Ethics and Scientific advisory Board).
- Assist in preparing reports for the funding agency (IMI) as required and contributing to the preparation of scientific papers resulting from this study.
- Draft, edit and review case report forms, standard operating procedures, and other relevant study documentation.
- Maintain the Trial Master File under the supervision of the EBOVAC coordinator, in accordance with trial operating procedures, collating, logging and filing trial documentation and reports as appropriate.
- Liaise with the site pharmacists to ensure the appropriate ordering and management of trial Investigational Medicinal Products.
• Liaising with laboratory staff in order to ensure that laboratory testing is performed according to the trial schedule and that samples are shipped on time to external laboratories for further laboratory analysis.

• To assist in ensuring there is timely reporting of adverse events and that appropriate action is taken at sites.

• Assist the Project management team to manage the trial budget(s).

• Assist the Senior Data Manager to establish effective and regulatory compliant data management systems.

• Assist sites in data management (data processing, data cleaning, etc.) of the vaccine trials as required.

• Participate in the writing up of the Ebola Vaccine trial findings in reports and publications, and contribute to other relevant journal publications.

• Arrange and co-ordinate meetings and trial progress discussions with LSHTM, COMAHS, GOAL, MITU/NIMR, Janssen, INSERM and other stakeholders.

• Travel to EBOVAC and PREVAC progress and coordination meetings as required, including meetings in sub-Saharan Africa, United States or Europe.

• Travel to Africa for training, monitoring and progress evaluations.

• Assist in the close down activities on completion of the trials.

• Remain up to date with current relevant ICH GCP guidelines and clinical trial regulations.

• Contribute to the School’s postgraduate teaching programme, as feasible (normally 10% to 15% of time).

• Contributing to the academic life of the Clinical Research Department and the Faculty of Infectious and Tropical Diseases and the School.

• Undertake other duties as may be required by the EBOVAC Principal Investigator (PI) and the EBOVAC coordinator that are consistent with the nature and grade of the post.

PERSON SPECIFICATION

Essential

• A Masters-level qualification in epidemiology, public health or a closely-related field.

• Relevant experience working as an investigator or coordinator of a clinical trial or complex epidemiological study

• Practical experience in the management of research teams.

• Experience of leading or coordinating GCP compliant studies.

• Experience of managing epidemiological data and familiarity with statistical (e.g. STATA) analysis and data management software.

• Experience of working as a member of a multidisciplinary scientific team.

• Excellent written and oral communication skills in English.

• Willingness to travel frequently to field sites and meetings (including to previously Ebola-affected countries in West Africa).
Desirable

- Experience working on early phase clinical trials
- Experience of working on vaccine-related research studies.
- Previous experience of working with multicultural teams.
- Familiarity of study monitoring visits.
- Experience of working in sub-Saharan Africa, and ideally in West Africa.
- Clinically qualified (medical doctor or nurse)

SALARY AND CONDITIONS OF APPOINTMENT

The post is funded by the Innovative Medicines Initiative until 30th November 2017. Salary is on the Academic Pathway scale from £37,477 to £42,560 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.

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.

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

APPLICATIONS

Applications should be made online via our website at http://jobs.lshtm.ac.uk. The reference for this post is ITD-CRD-09. 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.

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