TRIALS ASSISTANT

FURTHER PARTICULARS

THE SCHOOL

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.
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 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.

THE DEPARTMENT

The post holder will be a member of the Department of Medical Statistics, which specialises in methodological and applied research in medical statistics, especially in relation to clinical trials, observational epidemiology and disease prevention. The Department has established a reputation for being one of the leading innovative centres in Europe for biostatistical methodology relevant to the planning and reporting of medical research. The Department Head is Dr Neil Pearce.

THE CLINICAL TRIALS UNIT

The Clinical Trials Unit is a world renowned centre of excellence in the design, conduct, analysis and reporting of clinical trials and a fully registered unit with the UK Clinical Research Collaboration (UKCRC). The CTU is based in both the Department of Nutrition and Public Health Intervention Research (DNPHIR) and the Department of Medical Statistics (MSD). It has a strong focus on clinical trial methodology, including methods for data monitoring, trial reporting, adaptive designs, non-inferiority trials, surrogate endpoints, multiplicity of data (e.g. subgroup analyses, composite endpoints, repeated measures) and methods for systematic reviews, as well, conducts qualitative research into the views of trial participants. We bring to these processes extensive knowledge and practical experience of trial co-ordination, gained from holding a respected position within the clinical scientific community. To date this has led to successful collaborations in many clinical fields, including cardiology, emergency care, adult and neonatal respiratory failure, liver disease and reproductive health.
The CTU specialises in the conduct of large multi-centre trials, both in the UK and internationally. Examples include the MRC CRASH trial (10,000 patients with traumatic brain injury), and the CRASH-2 trial (20,000 patients with traumatic bleeding). The trials unit also specialises in looking at the role of pre-conditioning in renal transplantation and patients undergoing cardiac surgery. There is experience in conducting phase II (e.g. international BRAIN Trial), III (e.g UK based PREVENTT) and IV trials, a strong research focus on increasing participation in clinical trials, and an extensive programme of randomised trials of public health interventions (e.g. MRC TXT2STOP smoking cessation trial and the injury prevention trials). It is also expanding in the field of renal and cardiac disease. The CTU works closely with clinical collaborators at every stage of a trial’s design and implementation. This includes the development of the clinical question and trial protocol, preparation of applications for funding and research ethics committee approval, all aspects of data collection and statistical analysis, and submission of results for publication. Overall, the School currently manages 90+ trials around the world, in a range of interventions such as investigational medicinal products (IMPs), nutritional and macronutrient studies, public health and behavioural interventions, surgery and medical devices.

**THE POST**

**Post:** Trials Assistant

**Responsible to:** Rebecca Swinson, Trial Manager

**Grade:** Grade 3 Professional Support Pathway

**Primary objective:**
The Trials Assistant is part of the administration team and supports the Trials Administrator and Trials Manager in the day to day running of the safetxt trial. He/she will be expected to be the main contact point for participants who are involved in the safetxt trial. Good communication skills and a flexible approach are essential for this post as there will be some out of hours telephone cover.

**Duties**

1. Preparing trial documentation
2. Maintaining up to date records on study databases
3. Taking minutes of meetings
4. Assisting with preparation for internal and collaborators’ meetings
5. Preparing mailings to study centres
6. Processing expense claim forms
7. Organising travel for senior staff members
8. Ordering supplies
9. Maintaining filing systems for paper and electronic documents
10. Providing telephone cover for the trial team
11. Undertaking general clerical duties
12. Undertaking other comparable duties as requested by Rebecca Swinson, other members of the trial team or the Departmental Operating Officer.

**Person Specification**

**Essential requirements**

- Educated to GCSE level or equivalent
- Methodical and meticulous approach
- Excellent communication skills, including confidence in dealing with telephone and email enquiries
- Experience using Microsoft office applications especially Excel and Word
- Experience of using databases
- Experience of taking minutes
- Ability to recognise when a problem needs to be discussed with the trial manager
- Ability to work well within a team
- Ability to be flexible with working hours
- Understanding of confidential nature of work
- Experience of clerical work e.g. filing, photocopying, faxing, etc
- Experience of email systems and the internet

**Desirable requirements**

- Experience of organising conferences and meetings
- Experience of financial administration
- Interest in medical research

**SALARY AND CONDITIONS OF APPOINTMENT**

This full-time appointment is currently funded for six months and will be made on LSHTM’s Professional Support Pathway Grade 3 scale, £24,330 - £27,584 per annum depending on qualifications and experience. The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, as well as discretionary “Director’s Days”. Membership of the SAUL 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.

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