GENERAL INFORMATION

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 AND DEPARTMENT 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 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 of Non-Communicable Disease Epidemiology is the main focus of research on the epidemiology of non-communicable diseases at the London School of Hygiene & Tropical Medicine. While most of our studies have been in the UK or other high income countries, we have a growing programme of research on non-communicable diseases in low and middle income countries, including India and parts of the former Soviet Union. Research interests range from genetic susceptibility to disease, through metabolic and endocrine disease mechanisms to personal behaviours and the population health effects of changes in national diets and drinking behaviours. Themes include determinants of ethnic variation in disease risk; adverse drug reactions; epidemiology of ageing; foetal and childhood origins of adult disease; determinants of reproductive outcomes; cardiovascular disease; growth factors and cancer risk; natural history of genital human papillomavirus (HPV); time trends in cancer survival; non-communicable diseases in low and middle income countries. The department has considerable methodological strength and experience, particularly in the analysis of genetic association studies and the conduct and analysis of large scale longitudinal cohort and record linkage studies. We work closely with colleagues in other departments and faculties and have excellent collaborative links with researchers in other institutions around the world. Funding comes from a wide variety of sources including the Medical Research Council, the Wellcome Trust and Cancer Research UK. The Department head is Professor Liam Smeeth.
## JOB DESCRIPTION

**Job Title:** Research Assistant in Statistical Epidemiology  

**Department /Division/Unit:** Non-Communicable Disease Epidemiology  

**Faculty/Professional Service:** Faculty of Epidemiology and Population Health  

**Location:** Keppel Street  

**Reports to:** Professor of Epidemiology (Professor David Leon)  

**Responsible for:** N/A  

**Full Time/Part Time/Casual:** Full time  

**Hours:** 35  

**Grade:** 5  

### Overall Purpose of the job  

The post holder will report to and support the work of the Project Leader, Professor David Leon, who is responsible for the effective and efficient delivery of the international project “Cardiovascular disease in Russia: strengthening evidence about causes, mechanisms, prevention and treatment”.  

### Principal Duties and Responsibilities (Examples)  

**Research**  

- To contribute to a variety of epidemiological studies through the thoughtful statistical analysis of data assembled by the International Project on Cardiovascular Disease in Russia. Responsibilities will include:  
  - Cleaning, labelling and documentation of data, including writing reusable Stata code to check data consistency, completeness and quality;  
  - Conducting statistical analyses under the guidance of the project leader and other experienced members of the team;  
  - Taking part in discussions with colleagues and collaborators about the interpretation of the results of analyses;  
  - Contributing to the development of appropriate analytic strategies to answer specific epidemiological questions of the data;
· Contributing to the preparation of conference abstracts and peer-reviewed publications.
· To contribute to scientific discussions in the project in London and other locations including making presentations to the project team about the results of analyses undertaken.
· To develop an appropriate understanding of the problem of cardiovascular disease in Russia, in discussion with team members in London, Russia, Norway and other countries, by reading relevant articles, and attending conferences.
· To take part in weekly “catch-up” meetings of the team where we have a Skype conference with other study centres in Russia and Norway.

**Teaching**

· To contribute to the teaching of core epidemiological and statistical methods for our post-graduate students particularly as a facilitator for small group work and tutorials.
· To undertake appropriate training in teaching methods as required by the School

**Communications**

· Communicate with other members of the research team at the School to provide updates on research being conducted.
· Discuss issues relating to ongoing research tasks, for example, technical aspects of practical work or data analysis, during regular meetings with the PI.
· Convey information to other people, for example to colleagues, students and research participants about the research project regarding the aims of the research.
· Understand the need to maintain confidentiality where necessary.
· Attend team meetings to provide verbal progress reports and discuss technical aspects of research projects.
· Contribute to the writing of research results and reports, briefing notes and papers and to the writing of research funding applications.
· Email contact with colleagues, collaborators or suppliers about gathering data, requesting information or providing clarification about the research project.
· Update risk assessments as appropriate.
· Contribution to the drafting of papers for peer-reviewed academic journals

**Teamwork and Motivation**

· Work independently as well as working as part of a multidisciplinary team.
· Offer advice or guide others working in the same role or unit on standard information and procedures.
· Explain aspects of research projects, such as operating procedures, to new staff
· Train members of the laboratory if appropriate

**Liaison and Networking**

· Liaise with other members of School staff, outside the immediate work team to help build up expertise in the respective area of research.
- Liaise with research collaborators in other institutions related to project(s) about data gathering so that data will be received in a timely manner and problems resolved as they arise.

**Service Delivery**

- Respond to internal and external requests for information about the research project.
- Provide timely and accurate information about research being undertaken.

**Citizenship**

- The post holder will be expected to contribute to the general activities of the Department, Faculty and School that help to promote the objectives of the School. Such contributions might include participating in peer review of journal articles, or in public engagement activities.

**Planning and Organising**

- Required to plan own time to perform tasks assigned by the line manager

**Initiative and Problem Solving**

- Identify solutions to technical problems e.g. those that arise within the process of data collection, or data analysis and any uncertainties regarding the conduct of the study or data interpretation.
- Resolution of predictable problems that arise e.g. in relation to data, analysis and methods used to answer research questions

**Analysis and Research**

- Conduct research and analysis as required by the project, for example: Conduct systematic literature reviews. Produce statistics, carry out database searches.
- Analyse data using appropriate statistical methods and interpret results.

**Decision making**

- RH will have limited authority to take decisions about the study design or the collection and analysis of data. Providing information to allow senior managers to make project decisions

**Teaching and Learning Support**

- Provide standard information or regular and routine instruction to students and others outside the work team
- Contribute to Masters teaching by assisting with practical classes

**Additional Information**

Any other duties that may be required which are consistent with the nature and grade of the post.
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.

<table>
<thead>
<tr>
<th>Job Title: Research Assistant in Statistical Epidemiology</th>
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<tr>
<td>Department/Division: Non-Communicable Disease Epidemiology</td>
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<tr>
<th>Competency</th>
<th>Evidence</th>
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<tr>
<td><strong>Education, Qualifications and Training</strong></td>
<td>• Higher education to Master degree level in medical statistics or epidemiology (or equivalent).</td>
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<td><strong>Experience</strong></td>
<td>• Experience of managing, cleaning and labelling epidemiological datasets.</td>
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<td>• Experience of undertaking a variety of different types of analyses of data from basic descriptive tabulations to multivariable regression models and of presenting the essential results in a structured and clear fashion.</td>
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<td>• Experience of using Stata, and in particular the ability to write well-organized Stata &quot;do-file&quot; programming code with embedded text descriptions to enable others to understand what each block of code does.</td>
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<td>• Experience of using other statistical packages including R and coding in HTML.</td>
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<td>• Experience of secure data transfer across the internet.</td>
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<td>• Experience of contributing to scientific papers for publication.</td>
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<td><strong>Knowledge</strong></td>
<td>• An understanding of key epidemiological concepts, including bias and measurement</td>
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error that might affect the interpretation of observational data.

- A knowledge of the basic epidemiology of cardiovascular disease.

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<th>Personal Qualities</th>
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<tr>
<td>Ability to communicate scientific material clearly in writing and orally.</td>
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<td>Ability to work well as part of a team.</td>
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<td>Ability to manage own workload and deliver to deadlines.</td>
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<td>Collaborative and flexible approach with the ability to work well and effectively with colleagues and students of all backgrounds and cultures</td>
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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 available on a full time basis and is available immediately until 28 February 2019 in the first instance, with possibility to extend depending on funding. The salary will be on the LSHTM Academic Pathway Grade 5 scale, in the range £33,006 - £37,889 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 “Director’s Days”. Membership of the Pension Scheme is available.

**ASYLUM AND IMMIGRATION STATEMENT**

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](http://www.ukba.homeoffice.gov.uk/employers/points)

Date compiled: February 2017