

RESEARCH ASSISTANT OR RESEARCH FELLOW



Job Title:	Research Assistant or Research Fellow
Department:	Non-communicable Disease Epidemiology
Faculty:	Epidemiology and Population Health
Location:	Keppel Street, London WC1E 7HT, United Kingdom
FTE:	0.5 FTE (Full Time Equivalent)
Grade:	Research Assistant Grade 5 or Research Fellow Grade 6
Accountable to:	Dr Audrey Bonaventure - Principal Investigator (PI)
Job Summary:	<p>We are seeking an enthusiastic, talented epidemiologist to work on a new project on children, adolescents and young adults with cancer, using data collected from population-based cancer registries through the largest international research programme on cancer survival to date (CONCORD programme).</p> <p>You will have a master's degree and some research experience in epidemiology and/or medical statistics, preferably in cancer or child health epidemiology. You will have a good understanding of the concepts of epidemiology and the capacity to learn and implement complex analytic approaches in STATA. Experience in dealing with complex data sets is essential, and experience in handling population-based cancer registry data would be a major asset. You will be expected to conduct high-quality research under supervision of the PI, to contribute to scientific publications and attend national and international conferences to disseminate research findings.</p> <p>This position is offered for 0.5 FTE. Depending on funding availability, it might be possible to increase to 0.6 FTE.</p>

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, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services. Research income has grown to more than £110 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. 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.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global

Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is a member of the M8 Alliance of Academic Health Centres, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

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 330 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 149 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor John Edmunds.

DEPARTMENT INFORMATION

The Department of Non-Communicable Disease Epidemiology is a focal point for research on the epidemiology of non-communicable diseases at the London School of Hygiene & Tropical Medicine.

Research interests range from genetic, 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; cardiovascular disease; growth factors and cancer risk; natural history of genital human papillomavirus (HPV); time trends in cancer survival. We have a growing programme of research on non-communicable diseases in low and middle income countries, including India and the former Soviet Union.

The department has considerable methodological strength and experience, particularly in the conduct and analysis of large scale longitudinal cohort and record linkage studies. We work closely with colleagues in other units and departments 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 Head of Department is Professor Liam Smeeth.

RESEARCH GROUP

The post-holder will be part of the **Cancer Survival Group** within the Department of Non-Communicable Disease Epidemiology. Our research is designed to describe and explain local, national, international and socio-economic differences and inequalities in cancer survival. The results help policy-makers to target investment in cancer services to improve survival and reduce inequalities.

Geographic differences in survival are being explored within the UK and, in the [CONCORD](#) programme, in collaboration with cancer registries and research institutions in more than 70 countries.

The Cancer Survival Group is actively involved in methodological innovation in survival analysis, and participates in the European network CENSUR. Statistical software and other tools for cancer survival analysis developed by the Group have become widely used, and are freely accessible via its web-pages.

More information about the Cancer Survival Group, its research, and its tools for analysis, can be found at: <http://csg.lshtm.ac.uk/>.

The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role (attached), which may be varied from time to time, and agreed at your annual Performance and Development Review (PDR).

JOB DESCRIPTION

Main Activities and Responsibilities

KNOWLEDGE GENERATION

Research Assistant

1. To undertake high quality research as directed by your line manager, including contributing to drafting grant proposals, and peer-reviewed and other outputs (publications and other);
2. To support the administration of projects linked to your employment, helping ensure compliance with good practice in relation to the conduct of research, the ethics policy, and other relevant School policies;
3. To clean, manage and analyse complex cancer registration data sets;
4. To carry out population-based cancer survival analyses and cure modelling, or other complex analytic approaches for survival analyses in STATA, or other softwares when appropriate;
5. To prepare and produce tables and reports of results;
6. To assist in the interpretation of results and to seek to identify areas of interest that warrant further investigation;
7. To contribute to preparing explanatory materials on the methods and results of the research for both scientific and non-scientific audiences.

Research Fellow

1. To undertake high quality research & scholarship, including contributing to drafting major grant proposals and/or leading on drafting small grant proposals;
2. To contribute to peer-reviewed publications, including as first author;
3. To make a contribution to research degree student supervision, as appropriate to qualifications and experience;
4. To manage small grants or elements of larger grants, ensuring compliance with good practice in relation to the conduct of research, the ethics policy and other relevant School policies;
5. To clean, manage and analyse complex cancer registration data sets;
6. To carry out population-based cancer survival analyses and cure modelling, or other complex analytic approaches for survival analyses in STATA, or other softwares when appropriate;
7. To prepare and produce tables and reports of results;
8. To assist in the interpretation of results and to seek to identify areas of interest that warrant further investigation;
9. To contribute to preparing explanatory materials on the methods and results of the research for both scientific and non-scientific audiences.

EDUCATION

Research Assistant

1. To participate in some aspects of the School's Education Programme or educational outreach activities;
2. To contribute to the teaching programme of the Cancer Survival Group and the Faculty of Epidemiology and Population Health.

Note - the contribution to teaching activities *pro rata* with %FTE.

Research Fellow

1. To contribute to the delivery of high quality, research-informed teaching and assessment in relation to your specific subject and within the broader area covered by your department and disciplinary field;
2. To contribute to the improvement of the quality of the School's education, by participating in the development of new and updated learning and teaching materials or approaches;
3. To contribute to the teaching programme of the Cancer Survival Group and the Faculty of Epidemiology and Population Health.

Note - the contribution to teaching activities *pro rata* with %FTE.

INTERNAL CONTRIBUTION

Research Assistant

1. To undertake activities that support the Department, Faculty or the School;
2. To participate in the School's PDR process;
3. To participate in meetings of the Cancer Survival Group and other meetings, seminars, workshops etc., as necessary.

Research Fellow

1. To undertake activities that support the Department, Faculty or the School;
2. To participate in the School's PDR process
3. To participate in meetings of the Cancer Survival Group and other meetings, seminars, workshops etc., as necessary.

EXTERNAL CONTRIBUTION

Research Assistant

1. To demonstrate good external citizenship by supporting the external academic and practice communities;
2. To participate in oral or poster presentations at scientific conferences and develop scientific collaborations with clinicians and other researchers;
3. To contribute to and participate in the Group's public and patient involvement and engagement activities.

Research Fellow

1. To demonstrate good external citizenship by contributing to learned society/conference events, journal and grant reviews etc.;
2. To deliver oral or poster presentations at scientific conferences and develop scientific collaborations with clinicians and other researchers;
3. To contribute to and participate in the Group's public and patient involvement and engagement activities.

PROFESSIONAL DEVELOPMENT & TRAINING

Research Assistant

1. To keep up-to-date with the latest research/thinking in your academic field and with changes to pedagogic practice within the School and more generally;
2. To undertake and successfully complete the mandatory training required by the School as appropriate to the role;
3. To attend multi-disciplinary team meetings to learn about cancer patient management.

Research Fellow

1. To keep up to date with the latest research/thinking in your academic field and with changes to pedagogic practice within the School and more generally;
2. Where the length and nature of the position permits, to register for and complete a doctoral degree (if not already acquired);
3. To undertake and successfully complete the mandatory training required by the School appropriate to the role;
4. To attend multi-disciplinary team meetings to learn about cancer patient management.

GENERAL

All academic staff are free within the law to question and test received wisdom, and put forward new ideas and controversial or unpopular opinions, to enable the School to engage in research and promote learning to the highest possible standards.

All staff at LSHTM are also expected to:

1. Act at all times in the School's best interests;
2. Treat School staff, students and visitors with courtesy and respect at all times;
3. Comply fully with School policies, procedures and administrative processes relevant to the role, including when acting as Principal Investigator, accepting academic, managerial, financing and ethical responsibility for a project
4. Uphold and support the School's values (as set out in the School Strategy document);
5. Act as ambassadors for the School when hosting visitors or attending external events.

The above list of duties is not exclusive or exhaustive and the role holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the role.

Role descriptions should be regularly reviewed to ensure they are an accurate representation of the role.

[JAN 2017]

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

ESSENTIAL CRITERIA:

Research Assistant

1. MSc in epidemiology or medical statistics, or equivalent higher postgraduate degree
2. Experience in epidemiological and/or statistical research
3. Good understanding of the concepts of epidemiology and biostatistics, in particular of the concepts for population-based survival analyses
4. Experience in the use of modern statistical packages, preferably Stata
5. Experience in handling and analysing complex data sets
6. Proven ability to learn and apply new methodologies
7. High standard of computer literacy in word-processing, spreadsheets and presentation softwares
8. Ability to present scientific material clearly to a professional audience in English
9. Proven ability to work independently but also as a collaborative team member, to work effectively under pressure and to meet tight project deadlines.

Research Fellow

1. MSc in epidemiology or medical statistics, or equivalent higher postgraduate degree
2. Significant experience in epidemiological and/or statistical research
3. Excellent understanding of the concepts of epidemiology and biostatistics, in particular of the concepts for population-based survival analyses
4. Significant experience in the use of modern statistical packages, preferably Stata
5. Significant experience in handling and analysing complex data sets
6. Proven ability to learn and apply new methodologies
7. High standard of computer literacy in word-processing, spreadsheets and presentation softwares
8. Ability to present scientific material clearly to a professional audience in English
9. Proven ability to work independently but also as a collaborative team member, to work effectively under pressure and to meet tight project deadlines
10. Publications in peer-reviewed journals that are commensurate with previous research experience

DESIRABLE CRITERIA

Research Assistant

1. Experience in handling population-based cancer registry data
2. Practical experience in population-based cancer survival analysis or complex modeling analysis
3. Experience in cancer or child health epidemiology
4. Understanding of public health and cancer control in the international context
5. Ability to deliver teaching in epidemiology, medical statistics or public health.

Research Fellow

1. PhD in epidemiology or related topic
2. Experience in handling population-based cancer registry data
3. Practical experience in population-based cancer survival analysis or complex modeling analysis
4. Experience in cancer or child health epidemiology
5. Understanding of public health and cancer control in the international context
6. Ability to deliver teaching in epidemiology, medical statistics or public health.

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 funded until December 2020 on a part-time basis (0.5 FTE). The salary will be on the Academic scale, Grade 5/6 scale in the range £33,567 - £39,318 per annum (inclusive of London Weighting) 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, pro rata for part time staff. In addition to this there are discretionary "Director's Days". Membership of the Pension Scheme is available.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. 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 of the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk. Please quote reference EPH-NCDE-2018-01.

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.

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.

Academic Expectations: Research Assistant

Examples of expected types of activities are listed; the selection of activities will vary from year to year and not all activities in each category would necessarily be done in any one year. The statement in each shaded heading summarises the general expectations for contributions in each category. Given the nature of employment as a Research Assistant, it is expected that most activity will focus on knowledge generation, but some activity in other areas is desirable and will be required for career progression.

<i>Knowledge generation: High quality support for, and contribution to, research</i>
<i>Research and scholarship</i> <ul style="list-style-type: none">• Undertaking research, as directed by line manager• Contributions to funding applications including supporting more senior staff in completing applications• Contributing to peer-reviewed outputs as expected by the subject area/discipline in terms of types of output• Poster/oral presentations at conferences• Social media contributions such as twitter, blogs, web-based media or webinars <i>Doctoral degree supervision</i> <ul style="list-style-type: none">• None expected though involvement in advisory activities/roles or provision of practical skills training is encouraged where relevant <i>Research management, leadership and support</i> <ul style="list-style-type: none">• Effective management of own time and activities• Supporting the administration of projects he/she is employed on, eg taking meeting minutes <i>Professional development</i> <ul style="list-style-type: none">• Appropriate courses and other development activities, referenced to RDF• For lab-based disciplines: to seek to register for and complete a doctoral degree (if not already acquired), if contract and funding source permit.
<i>Education: Participation in educational activities¹</i>
<i>Teaching and assessment</i> <ul style="list-style-type: none">• Limited participation in some aspects of the School's Education Programme or education outreach activities e.g. contributions to taught courses, research methods training, mentoring school pupils on outreach programmes <i>Educational development and innovation</i> <ul style="list-style-type: none">• Limited contributions to educational innovations or developments, e.g. helping to update the content or delivery of a course or module <i>Educational leadership and management</i> <ul style="list-style-type: none">• None expected <i>Professional development</i> <ul style="list-style-type: none">• Formal study/training and/or other activities that develop educational knowledge and expertise, referenced to UKPSF
<i>Internal contribution: Support to the academic environment in the Department or beyond</i>
<i>Internal citizenship</i> <ul style="list-style-type: none">• Supporting Department/Faculty/Centre/School events or special interest groups; organising seminars/lab meetings/journal clubs; group or departmental social organising; support to Athena Swan activities; support to external partnerships <i>General leadership and management roles</i> <ul style="list-style-type: none">• None expected

¹it is accepted that some RA roles and/or funding make it difficult to give time to Educational activities, but some degree of engagement is encouraged

External contribution: Support to the external academic community
<i>External citizenship</i> <ul style="list-style-type: none">• Involvement in journal or book reviews, if opportunities arise• Sharing examples of good practice (e.g. contributing to discipline-specific interest group or professional bodies) <i>Knowledge translation and enterprise: not expected but options include</i> <ul style="list-style-type: none">• Collection of evidence of research impact for impact case studies (e.g. policy records, correspondence with policy makers, media highlights)• Engagement with policy/practice/industry/NGO communities and with the general public

Academic Expectations: Research Fellow

Examples of expected types of activities are listed; the selection of activities will vary from year to year and not all activities in each category would necessarily be done in any one year. The statement in each shaded heading summarises the general expectations for contributions in each category.

<p>Knowledge generation: <i>Independent contributions and a clear trajectory towards excellence as an academic researcher</i></p> <p><i>Research and scholarship</i></p> <ul style="list-style-type: none">• Undertaking research• Working with PIs to draft grant proposals and/or leading writing of small grants, work packages or sections of larger proposals or personal fellowship applications• Contributing to peer-reviewed outputs, including as first author, as expected by the subject area/discipline in terms of types of output• Poster/oral presentations at relevant conferences, translation of research findings into educational materials• Social media contributions such as twitter, blogs, web-based media or webinars <p><i>Doctoral degree supervision</i></p> <ul style="list-style-type: none">• For RFs with Doctorate, some contribution to doctoral degree supervision is encouraged (eg specialist skills training; ad hoc advice; advisory committees). RFs without a Doctorate may also advise in areas of specialist knowledge² <p><i>Research management, leadership and support</i></p> <ul style="list-style-type: none">• Effective management of own time and activities• Management of small research grants or elements of larger grants, including management of data collection and relationships with research collaborators, support to grants management <p><i>Professional development</i></p> <ul style="list-style-type: none">• Courses and other professional development activities, referenced to RDF• To register for and complete a doctoral degree (if not already acquired), if contract and funding source permit;
<p>Education: <i>Basic competence in teaching and assessment</i></p> <p><i>Teaching and assessment</i></p> <ul style="list-style-type: none">• Research-informed teaching and assessment contributions (e.g. contributions to modules, MSc project supervision) <p><i>Educational development and innovation</i></p> <ul style="list-style-type: none">• Contributing to the development of new educational materials, learning opportunities or assessments approaches <p><i>Education leadership and management</i></p> <ul style="list-style-type: none">• None expected <p><i>Professional development</i></p> <ul style="list-style-type: none">• Participation in professional development activities referenced to UKPSF (e.g. HEA, PGCILT, preparation for doctoral degree supervision, shadowing more experienced colleagues)
<p>Internal contribution: <i>Contributions to School functioning and development</i></p> <p><i>Internal citizenship</i></p> <ul style="list-style-type: none">• Contributing to at least one Department, Faculty, School, or Centre event or special interest group in any one year;• Supporting external School collaborations/partnerships (beyond own research or education role) where relevant <p><i>School leadership and management roles</i></p>

² Such RFs are expected to be registered for a doctorate

- None expected

External contribution: Contribution beyond the School

External citizenship

- Contributing to learned society/conference events, journal and grant reviews etc

Knowledge translation and enterprise: not expected but options include:

- Collecting evidence of research impact for impact case studies (e.g. policy records, correspondence with policy makers, media highlights)
- Engaging with policy/practice/industry/NGO communities and the general public
- Supporting MOOCs/OERs or other (e.g. educational) outreach