

# RESEARCH ASSISTANT

LONDON  
SCHOOL of  
HYGIENE  
& TROPICAL  
MEDICINE



<b>Job Title:</b>	<b>Research Assistant in Health Systems and Antimicrobial Resistance</b>
<b>Department:</b>	Global Health and Development
<b>Faculty:</b>	Public Health and Policy
<b>Location:</b>	London
<b>FTE:</b>	0.7 FTE
<b>Grade:</b>	<b>G5</b>
<b>Accountable to:</b>	<b>Head of Department through Principal Investigator (PI)</b>
<b>Job Summary:</b>	Research Assistant in health systems and antimicrobial resistance research. Coordinate with local partners and lead field research on a new project entitled 'Combating drug resistance through better governance of unregulated antimicrobial sellers in Cambodia: addressing stakeholder connections & perceptions'

## 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.

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## FACULTY INFORMATION

The **Faculty of Public Health and Policy** has around 290 staff and 150 research students. It focuses on health policy, health systems and services, and individual, social and environmental influences on health. The Faculty is the largest multi-disciplinary public health group in Europe, and its interests and activities embrace the health needs of people living in countries at all levels of development. It uses multidisciplinary and multi-method approaches to generate new knowledge for specific contexts and engages with policy-makers and providers of health care to ensure research is relevant and translated into practice. The Faculty holds the Athena Swan Silver award from the UK Equality Challenge Unit.

The [Department of Global Health and Development](#) conducts novel and policy-relevant research and training that concerns health issues with a global reach, predominantly from the perspective of the development of low and middle income countries. Staff come from a wide range of disciplines including economics, epidemiology, mathematics, policy analysis, medicine and social anthropology. Research is structured around three research groups: Health Economics and Systems Analysis; Anthropology, Politics and Policy; and Social and Mathematical Epidemiology.

## HEALTH ECONOMICS AND SYSTEMS ANALYSIS GROUP

The Health Economics and Systems Analysis Group is the largest group in the world of health economists working on LMICs with income from a range of funders including the UK Department for International Development, the Bill and Melinda Gates Foundation and the European Union. The current funding portfolio is approximately £18 million.

HESA's overall aim is to seek to improve the equity, efficiency and quality of health systems in LMICs through the application of health economics and encouraging the appropriate use of economic information and techniques in decision-making. The Group constitutes a critical mass of expertise, works to strengthen capacity both in-country and internationally, develops policy relevant research, and publishes and disseminates widely the results of its research. Members are internationally recognised as leaders in the field of applied health economics research and health sector reform, and work closely with collaborators overseas as well as those in the UK. The team has a substantial portfolio of research on diverse health problems and has an established wide range of collaborative partnerships with institutions and bilateral organisations.

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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

1. To undertake high quality research as directed by your line manager, including contributing to drafting grant proposals and peer-reviewed and other outputs;
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 adapt research methods to Cambodia context, and oversee data collection
4. To participate in analysis of qualitative and quantitative data collected and writing of manuscripts and other dissemination materials
5. To contribute to proposals applying health policy and systems research methods to low and middle income country settings

#### EDUCATION

1. To participate in some aspects of the School's Education Programme or educational outreach activities.
2. To contribute to teaching on research methods at Cambodian partner sites

#### INTERNAL CONTRIBUTION

1. To undertake activities that support the Department, Faculty or the School;
2. To participate in the School's PDR process.

#### EXTERNAL CONTRIBUTION

1. To demonstrate good external citizenship by supporting the external academic and practice communities.
2. To liaise with and strengthen links partner organizations in Cambodia and other Asian settings where work may be expanded.

#### PROFESSIONAL DEVELOPMENT & TRAINING

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. For lab-based disciplines: 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 as appropriate to the role.

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## 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;
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]

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## 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.

### ESSENTIAL CRITERIA:

1. A Master's degree in a public health or social science related field
2. Ability to work independently in low/middle income countries with direction from a senior manager
3. Excellent written and oral communication skills in English
4. Experience of qualitative data collection and analysis
5. Experience in writing for a public health or related audience – in terms of papers, reports, or summary briefs.

### DESIRABLE CRITERIA

6. Experience of South East Asia/Cambodia and a willingness to travel overseas in connection with the role
7. Literature review experience
8. Past contribution to academic outputs such as journal articles or book chapters, particularly written for a health-related audience.
9. Website content or management experience

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## SALARY AND CONDITIONS OF APPOINTMENT

The post is funded at 0.7 FTE (24.5 hours per week) from as soon as possible to 30 April 2019. The salary will be on the Academic pathways Grade 5 scale in the range £33,567 - £38,533 pro rata, 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.

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](mailto:jobs@lshtm.ac.uk). Please quote reference PHP-GHD-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](http://www.ukba.homeoffice.gov.uk/employers/points).

Date compiled: March 2017

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## 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.

<b>Knowledge generation: High quality support for, and contribution to, research</b>
<p><i>Research and scholarship</i></p> <ul style="list-style-type: none"> <li>• Undertaking research, as directed by line manager</li> <li>• Contributions to funding applications including supporting more senior staff in completing applications</li> <li>• Contributing to peer-reviewed outputs as expected by the subject area/discipline in terms of types of output</li> <li>• Poster/oral presentations at conferences</li> <li>• Social media contributions such as twitter, blogs, web-based media or webinars</li> </ul> <p><i>Research degree supervision</i></p> <ul style="list-style-type: none"> <li>• None expected though involvement in advisory activities/roles or provision of practical skills training is encouraged where relevant</li> </ul> <p><i>Research management, leadership and support</i></p> <ul style="list-style-type: none"> <li>• Effective management of own time and activities</li> <li>• Supporting the administration of projects he/she is employed on, eg taking meeting minutes</li> </ul> <p><i>Professional development</i></p> <ul style="list-style-type: none"> <li>• Appropriate courses and other development activities, referenced to RDF</li> </ul>
<b>Education: Participation in educational activities<sup>1</sup></b>
<p><i>Teaching and assessment</i></p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p><i>Educational development and innovation</i></p> <ul style="list-style-type: none"> <li>• Limited contributions to educational innovations or developments, e.g. helping to update the content or delivery of a course or module</li> </ul> <p><i>Educational leadership and management</i></p> <ul style="list-style-type: none"> <li>• None expected</li> </ul> <p><i>Professional development</i></p> <ul style="list-style-type: none"> <li>• Formal study/training and/or other activities that develop educational knowledge and expertise, referenced to UKPSF</li> </ul>
<b>Internal contribution: Support to the academic environment in the Department or beyond</b>
<p><i>Internal citizenship</i></p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p><i>General leadership and management roles</i></p> <ul style="list-style-type: none"> <li>• None expected</li> </ul>
<b>External contribution: Support to the external academic community</b>
<p><i>External citizenship</i></p>

<sup>1</sup>it 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

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- 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)

*Knowledge translation and enterprise: not expected but options include*

- 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