

# ASSISTANT PROFESSOR



<b>Job Title:</b>	<b>Assistant Professor (Wellcome ISSF/LSHTM Fellow)</b>
<b>Department:</b>	TBC
<b>Faculty:</b>	TBC
<b>Location:</b>	TBC
<b>FTE:</b>	100%
<b>Grade:</b>	Assistant Professor Grade 7
<b>Accountable to:</b>	TBC
<b>Job Summary:</b>	<p>The London School of Hygiene and Tropical Medicine (LSHTM) is seeking to appoint up to four LSHTM Fellows at the Assistant Professor level funded by the LSHTM and Wellcome Institutional Strategic Support Fund. The LSHTM Fellowships aim to support the recruitment, career progression and retention of researchers at the mid-career transition. These are open to experienced postdoctoral academics who are working towards applications for prestigious external mid-career fellowships to be based at the School. The positions are fixed term as the Fellowship is established for the purpose of providing a career development opportunity. The post is therefore funded for an initial period of 12 months and will be extended for a further 6 months subject to satisfactory progress against agreed milestones within the initial 12 month period. The LSHTM Fellowships also offer up to £10,000 flexible research funding and a place on the School's Pathway to Academic Leadership Programme.</p> <p><b>Applicants must have the support of an LSHTM Professor as their prospective line manager for the fellowship period.</b> Fellowships are to be held within the School's three faculties, in London or overseas. The post holder's primary responsibility will be to develop competitive applications for mid-career fellowships, or equivalent, and undertake a programme of research that will allow them to establish their research independence. This may include generating pilot data, setting up and strengthening collaborations, and specialist training components. Successful candidates will be expected to develop and submit applications for external fellowship funding during the fellowship period, with the first such application to be submitted within the first 12 months. Fellows will be supported by the School's Strategic Research Office in this endeavour.</p> <p>This post requires a PhD in a relevant subject and significant experience of postdoctoral research with evidence of productivity across past appointment(s). Candidates currently holding, or having previously held, mid-career Fellowships or equivalent/more senior academic positions are not eligible.</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.

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

## **JOB DESCRIPTION**

### **Main Activities and Responsibilities**

#### **KNOWLEDGE GENERATION**

1. To deliver high quality research & scholarship in your field of study, individually and in collaboration with others, by applying for external grants/fellowships from good<sup>1</sup> research funders, and publishing peer-reviewed outputs as lead and co-author;
2. To contribute to research degree student supervision;
3. To manage research grants and promote and ensure compliance with good practice in relation to the conduct of research, the ethics policy, and other relevant School policies;
4. To support the development of early-career researchers;
5. Grantholders are required to submit at least one application for a mid-career fellowship or equivalent award within the first 12 months of the fellowship period, with the contract extension for the remaining 6 months of the award being contingent on this.

#### **EDUCATION**

1. To deliver high quality, research-informed teaching and assessment in relation to your specific subject and within the broader area covered by your department/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, and/or improving assessment practices, and/or improving aspects of the student experience;
3. To support educational leadership and management by active participation in selected aspects of the curriculum, as appropriate, and by collaborating with professional services staff, centrally and in the Faculty, in carrying out relevant administrative processes;

#### **INTERNAL CONTRIBUTION**

1. To undertake activities that support the Department, Faculty or School, including Committee membership;
2. To participate in own PDR and undertake those of others;

#### **EXTERNAL CONTRIBUTION**

1. To demonstrate good external citizenship by contributing to the external academic community;
2. To promote knowledge translation and enterprise by participating in networks and activities that disseminate research-based knowledge beyond academia;

#### **PROFESSIONAL DEVELOPMENT & TRAINING**

1. To keep up-to-date with the latest research/thinking in your academic field and with

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<sup>1</sup> Good research funders are: Research Councils; Government Departments; NIHR; National and overseas charities recognised by HEFCE for QR; Overseas research councils or equivalent including NIH; EU; other agencies (eg NGOs, commercial companies) supporting commissioned research that is consistent with School's mission and meets School's cost recovery targets

changes to pedagogic practice within the School and more generally;

2. To undertake and successfully complete the mandatory training required by the School appropriate to the role;

## 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.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

### ESSENTIAL CRITERIA:

1. A PhD in a relevant subject plus significant postdoctoral research experience with evidence of productivity across past appointment(s).
2. Supported by a LSHTM Professor who has agreed to act as line manager, if successful.
3. Highly motivated individual with clear evidence of dedication to a research career.
4. A competitive record of research outputs commensurate with the research area and career stage, with evidence of taking leading roles in research that has impact on academic disciplines and/or more widely. Normally, a significant proportion of publications should be first authorships.
5. Demonstrable potential for future research leadership and independence, with appropriate career plans.
6. Specific and suitable plans for external fellowship proposal(s) to be submitted during the period of the Fellowship.
7. A high quality research project proposal that is novel and feasible.
8. Relevance of the project to the [strategic priorities](#) of the School.

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 therefore funded for an initial period of 12 months and will be extended for a further 6 months subject to satisfactory progress against agreed milestones within the initial 12 month period. The post is offered on a full time basis with School policies regarding long-term leave (e.g. parental or sickness) and part-time working applying. The salary will be on the Academic scale, Grade 7 scale (£44,978 to £51,490p.a., 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).

Applicants are required to submit the following attachments via the on-line form:

- the completed ISSF3 Fellowships project form, and
- a tailored curriculum vitae, provided using the ISSF3 CV template.

Shortlisting for interview will be based on the information provided within the project form and CV. **Applicants are not required to complete the supporting statements section of the job application form.**

The interview date will be held on either the 19<sup>th</sup> or 21<sup>st</sup> March 2018. Please note that if you are shortlisted and are unable to attend on the interview date it will 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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

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: Aug 2017

## Academic Expectations: Assistant Professor

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.

<b><i>Knowledge generation: Independent researcher with excellent contributions, supporting less experienced researchers and with growing leadership skills</i></b>
<b><i>Research and scholarship</i></b> <ul style="list-style-type: none"><li>• Undertaking research individually and as part of a team</li><li>• Applying for external grants and/or fellowships primarily from 'good'<sup>2</sup> research funders; contributing to work packages or elements within a large proposal</li><li>• Contributing to financial sustainability of research group including exploring opportunities for industry funding for laboratory research</li><li>• Contributing as lead and co-author in peer-reviewed outputs, as expected by the subject area/discipline in terms of types and volume of output; significant contributions to at least four outputs within the most recent 3 years which are at least internationally excellent<sup>3</sup></li><li>• Engaging in other research dissemination including competitively selected oral and poster presentations at leading conferences, invited seminars and talks, and social media contributions such as twitter, blogs, webinars</li></ul> <b><i>Doctoral degree supervision</i></b> <ul style="list-style-type: none"><li>• Contributing to doctoral degree supervision<sup>4</sup> of at least one student, working within supervision team(s), supporting timely completions and peer-reviewed outputs</li><li>• Contributing to summative assessment processes (e.g. upgrade assessments, pre- and post-viva support for students)</li></ul> <b><i>Research management, leadership and support</i></b> <ul style="list-style-type: none"><li>• Management of entire research process or significant parts of it, including line and team management, grants management, management of research partner relationships</li><li>• Supporting career development of research team members (eg informal mentoring, reviewing draft papers, advising on specific issues e.g. statistical issues, methodology)</li></ul> <b><i>Professional development referenced to RDF</i></b> <ul style="list-style-type: none"><li>• Courses and other development activities, including mid-level management and leadership development</li></ul>
<b><i>Education: Undertaking teaching and assessment, and developing as a research-informed educator within higher education</i></b>
<b><i>Teaching and assessment</i></b> <ul style="list-style-type: none"><li>• Research-informed teaching, supervision and assessment</li><li>• Contributions to personal tutoring and/or development of less experienced educators (e.g. as peer-observer for PGCILT; as mentor; through leading staff development activities)</li><li>• Participation in programme committees and/or exam boards</li></ul> <b><i>Educational development and innovation</i></b> <ul style="list-style-type: none"><li>• Contributions to research-informed educational developments and innovations</li><li>• Activities aimed at improving some aspect(s) of the student experience, or quality of education programme(s).</li></ul> <b><i>Education leadership and management</i></b> <ul style="list-style-type: none"><li>• Leadership and/or management of selected aspects of the curriculum (e.g. as module organiser/deputy, or responsibility for another aspect of the student experience)</li></ul>

<sup>2</sup> Good research funders are: Research Councils; Government Departments; NIHR; National and overseas charities recognised by HEFCE for QR; Overseas research councils or equivalent including NIH; EU; other agencies (eg NGOs, commercial companies) supporting commissioned research that is consistent with School's mission and meets School's cost recovery targets

<sup>3</sup> i.e. of a quality that would be rated highly in assessments of research quality such as those done by UK government, and in peer review processes used by funders

<sup>4</sup> Students registered external to the School can be included (subject to agreement of DDDC/FDDD) where these fulfil capacity-building aims, support important research collaborations, or are a result of a recent move to the School.

<ul style="list-style-type: none"> <li>Supporting others to provide an excellent student experience and solve significant problems</li> <li>Contributions to Education Task &amp; Finish Group or similar</li> </ul> <p><i>Professional development referenced to UKPSF</i></p> <ul style="list-style-type: none"> <li>Activities which lead to PGCILT or equivalent and Fellow of HEA or equivalent; thereafter continuing professional development.</li> </ul> <p>Activities that support professional development as an educator (e.g. training/educational studies, work-shadowing, use of feedback from students/colleagues)</p>
<p><b>Internal contribution: Contributions to School functioning and development</b></p> <p><i>Internal citizenship</i></p> <ul style="list-style-type: none"> <li>Engagement in any one year of at least one of: Senate or Senate subcommittee, Ethics Committees, Faculty and Departmental committees; Department, Faculty, School, Centre events or special interest groups; support to external collaborations/partnerships (beyond own research or education role); involvement in mentoring scheme</li> </ul> <p><i>School leadership and management roles</i></p> <ul style="list-style-type: none"> <li>Not expected</li> </ul>
<p><b>External contribution: Contribution beyond the School</b></p> <p><i>External citizenship</i></p> <ul style="list-style-type: none"> <li>Membership of society/conference committees</li> <li>Journal, book and/or grant reviews</li> <li>Invited presentations</li> </ul> <p><i>Knowledge translation and enterprise: options include:</i></p> <ul style="list-style-type: none"> <li>Exploiting research-based knowledge beyond academia, eg through IP exploitation, consultancies</li> <li>Participation in and development of external networks for the School's benefit, such as identifying sources of funding, contributing to student recruitment, securing student placements, marketing the institution, facilitating outreach work, or building relationships for future activities</li> <li>Collecting evidence of research impact for impact case studies</li> <li>Supporting public engagement including MOOCs/OERs or other educational outreach</li> </ul>