

RESEARCH ASSISTANT



Job Title:	Research Assistant – Trial Manager
Department:	Non-Communicable Disease Epidemiology
Faculty:	Epidemiology and Population Health
Location:	Keppel Street
FTE:	1.0
Grade:	G5
Accountable to:	Head of Department through Principal Investigator (PI)
Job Summary:	We are seeking to appoint a full-time trial manager to coordinate an ongoing trial of an Indian traditional (Ayurvedic) medicine for promoting recovery from Long COVID in the UK. The study is funded by the Indian Ministry of AYUSH, and is conducted in collaboration with researchers in India and the UK, through GP and other NHS sites across the UK. The role will involve leading on all aspects of coordination of the trial, including site and participant recruitment, follow-up, coordination with sites, trial logistics, data management, trial reporting and quality, and reporting to trial management committees. The post-holder will also be expected to contribute substantially to developing amendments, submitting regulatory/ethical approvals, and responding to audits, should these be required. We expect the successful candidate to have experience coordinating clinical trials in the UK, and some familiarity with processes related to regulatory compliance is highly desirable. They must have a strong interpersonal skillset and proven ability to work well with the public/participants, as well as part of a large international research team.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

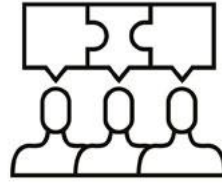
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Faculty Information

The Faculty of Epidemiology & Population Health (EPH) houses a large group of epidemiologists, demographers, statisticians and nutritionists working on major issues of importance to public health provision in the UK and globally. EPH employs approximately 560 people in five research departments.

- Department of Infectious Disease Epidemiology & Dynamics
- Department of Infectious Disease Epidemiology & International Health
- Department of Medical Statistics, which includes the Clinical Trials Unit
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a postgraduate teaching programme including eleven intensive MSc courses: Epidemiology, Demography and Health, Medical Statistics, Health Data Science, Public Health for Development (jointly with Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Global Mental Health (jointly with Kings College London, Institute of Psychiatry), Reproductive & Sexual Health Research, Sexual & Reproductive Health Policy and Practice (online), Veterinary Epidemiology (run jointly with the Royal Veterinary College) and Climate Change and Planetary Health. There are also three distance Learning MSc courses: Epidemiology, Clinical Trials and Demography in Health. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

Department Information

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 Dave Leon.

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The portfolio of duties outlined below will vary in accordance with the academic expectations of the role, 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, and evaluating teaching practice;
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 LSHTM policies;
3. To lead on all aspects of coordination of the APRIL trial, including site and participant recruitment, follow-up, coordination with sites, trial logistics, data management, trial reporting and quality, and reporting to trial management committees.
4. If required, to contribute substantially to developing amendments, submitting regulatory/ethical approvals, and responding to audits.

Education

1. To participate in some aspects of LSHTM's Education Programme or educational outreach activities;

Internal Contribution

1. To undertake activities that support the Department, Faculty, MRC Unit or LSHTM;
2. To reflect LSHTM's EDI goals in your work and behaviour;
3. To participate in LSHTM's PDR process;

External Contribution

1. To demonstrate good external citizenship by supporting the external academic and practice communities;

Professional Development and Training

1. To keep up-to-date with the latest research / thinking in your academic field and with changes to pedagogic practice within LSHTM and more generally;
2. For lab-based disciplines: where the length and nature of the position permits, to apply for and, if accepted, undertake a doctoral degree (if not already acquired);
3. To undertake and successfully complete the mandatory training required by LSHTM as 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 LSHTM 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 LSHTM's best interests;
2. Treat staff, students and visitors with courtesy and respect at all times;
3. Comply fully with LSHTM policies, procedures and administrative processes relevant to the role;
4. Uphold and support LSHTM's values (as set out in the LSHTM Strategy);
5. Act as ambassadors for LSHTM when hosting visitors or attending external events;

Academic Expectations

All academic roles have a statement of academic expectations attached to each level. Please ensure that these have been read and understood. For further information please refer to the [Academic Expectations page](#).

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.

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 relevant first degree, or ideally a postgraduate degree, in the field of clinical trials, epidemiology or health sciences.
2. Relevant experience or demonstrable knowledge of clinical trial design and coordination including development of protocols, trial logistic, participant recruitment, and trial data management.
3. Evidence of good organisational skills, including effective time management.
4. Proven ability to work independently, as well as collaboratively, as part of a research team.
5. Evidence of excellent interpersonal skills, including the ability to communicate effectively both orally and in writing.
6. Relevant computer/analytical skills
7. Proven ability to engage successfully with patients or the public in research contexts.

Desirable Criteria

8. Some experience of teaching
9. Experience coordinating Clinical Trials of Investigational Medicinal Products (CTIMP) in the UK and an understanding of processes related to regulatory compliance and reporting.
10. Background or knowledge in medicine, pharmacology or other medical sciences.

Salary and Conditions of Appointment

The post is fixed term until 30 September 2024 and full-time 35 hours per week, 1.0 FTE. The post is funded by the Indian Ministry of AYUSH and is available from 01 October 2023. The salary will be on the Academic scale, Grade 5 scale in the range £38,282 - £43,947 per annum pro rata (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 "Wellbeing Days". Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

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", "Yes" or "No" will not be considered acceptable and will not be scored.

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

LSHTM will comply with current UKVI legislation, 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 email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

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 Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).

Date amended: Sept 2023

