

RESEARCH ASSISTANT

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



Job Title:	Research Assistant
Department:	Clinical Research
Faculty:	ITD
Location:	London - Keppel Street
FTE:	0.7
Grade:	G5
Accountable to:	Hannah Kuper Principal Investigator (PI)
Job Summary:	Research Assistant to support the work of ICED in its MRC funded project looking into 'Inclusion of Disabled People in Health System in Brazil'.

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 Infectious and Tropical Diseases encompasses the clinical and epidemiological aspects of infectious and tropical diseases and the laboratory-based research in the School as well as that on. It is headed by Brendan Wren, who is Professor of Microbial Pathogenesis. The range of disciplines represented in the faculty is very broad and inter-disciplinary research is a feature of much of our activity. The spectrum of diseases studied is wide and there are major research groups with a focus on disability, malaria, tuberculosis, HIV/AIDS, vaccine development and evaluation, and disease control. The Faculty is organised into four large research departments comprising: Clinical Research, Pathogen Molecular Biology, Immunology and Infection and Disease Control.

The International Centre for Evidence in Disability was launched in June, 2010. The aim is to establish LSHTM as an international centre with expertise and competence in disability research and teaching in the context of public health and development. The Centre draws together a diverse range of researchers across LSHTM, with broad skills and knowledge in the field of disability. Our focus is on developing tools, techniques and evidence about disability, leading to scalable interventions. We place a strong emphasis on translating research outcomes into practice and are closely linked to several international non-governmental organizations (NGOs) and agencies to help achieve this goal. The majority of our research is undertaken in low- and middle-income countries. We also run a teaching programme on disability within LSHTM.

Department of Clinical Research (Head: Professor David Mabey)

The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department's main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

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).

Main duties and responsibilities:

KNOWLEDGE GENERATION

1. To undertake high quality research on access to health services among people with disabilities in Brazil

Tasks may include:

- Developing data collection protocols and methods
- Collecting interview and other qualitative data, including through field visits to Brazil.
- Analysing data collected using appropriate qualitative methods.
- Contributing to writing papers for peer review publication.

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.

Tasks may include:

- Support the organization and hosting of meetings with project partners (e.g. taking minutes, writing reports)
- Liaise with project partners and stakeholders
- Participate in meetings, including in Brazil
- Contribute to programme management activities (e.g. application for ethics, monitoring that milestones are met)
- Effective management of own time and activities

EDUCATION

1. To participate in some aspects of the School's Education Programme or educational outreach activities.
2. To contribute to the Faculty teaching programme, up to 10% of your time per annum, subject to the policy of any funding agency (by agreement, some staff may make a greater contribution than this).

INTERNAL CONTRIBUTION

1. To undertake activities that support the Department, Faculty or the School;
2. To participate in the School's PDR process.
3. Contribute to general activities of the Disability Group, which help to promote the objectives of the group.
4. Contribute to the academic life of the School.

EXTERNAL CONTRIBUTION

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

External citizenship

- Sharing examples of good practice (eg. 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

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. To undertake and successfully complete the mandatory training required by the School as appropriate to the role (a list of mandatory training requirements can be found at: <https://lshtm.sharepoint.com/Services/TED>).
3. To attend appropriate courses and other skills development activities and courses to ensure professional development.

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.

PERSONS SPECIFICATION:

ESSENTIAL CRITERIA:

- Post-graduate qualification in qualitative methodologies (e.g. anthropology or policy analysis), health systems or disability
- Experience collecting qualitative data in low and middle income countries, using different approaches
- Experience of conducting semi-structured interviews and/or other types of qualitative data collection
- Experience of analysing semi-structured interviews and/or other types of qualitative data
- Experience in presenting findings, writing of reports and/or peer review publications
- Fluency in Portuguese
- Willingness to provide some translation from Portuguese to English (e.g. in meetings, of some transcripts) for UK researchers
- Ability to work independently and collaboratively
- Excellent written and communication skills

DESIRABLE CRITERIA:

- Experience working in Brazil
- Experience of undertaking research in the field of disability and/or health systems
- Experience in generating novel qualitative data collection approaches
- Experience working with international collaborators
- Knowledge of sexual and reproductive health and/or rehabilitation

SALARY AND CONDITIONS OF APPOINTMENT

The post is part-time at 0.7 FTE and is funded until March 2021. The salary will be on the Academic scale, Grade 5 scale in the range £33,567 - £38,533 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. Please quote reference REF ITD-CRD-2018-22

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 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.

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

Date compiled: May 2018

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.

Knowledge generation: High quality support for, and contribution to, research

Research and scholarship

- 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

Doctoral degree supervision

- None expected though involvement in advisory activities/roles or provision of practical skills training is encouraged where relevant

Research management, leadership and support

- Effective management of own time and activities
- Supporting the administration of projects he/she is employed on, eg taking meeting minutes

Professional development

- Appropriate courses and other development activities, referenced to RDF
- Especially for or lab-based disciplines: to apply for and undertake a doctoral degree (if not already acquired), if contract and funding source permit.

Education: Participation in educational activities¹

Teaching and assessment

- 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

Educational development and innovation

- Limited contributions to educational innovations or developments, e.g. helping to update the content or delivery of a course or module

Educational leadership and management

- None expected

Professional development

- Formal study/training and/or other activities that develop educational knowledge and expertise, referenced to UKPSF

Internal contribution: Support to the academic environment in the Department or beyond

Internal citizenship

- 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

General leadership and management roles

- None expected

External contribution: Support to the external academic community

External citizenship

- Involvement in journal or book reviews, if opportunities arise

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

- 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