

RESEARCH ASSISTANT



Job Title:	Research Assistant
Department:	Infectious Disease Epidemiology & Dynamics
Faculty:	Epidemiology & Population Health
Location:	Keppel Street, London
FTE:	0.25 FTE
Grade:	G5
Accountable to:	Head of Department through Principal Investigator (PI)
Job Summary:	<p>The post-holder will act as the PPIE lead for the 'Winter Pressures' project, with team members in Bristol, Oxford and London. The overall project aims to understand how primary care practices ('GPs') experience increased workload ('pressure'), especially in the winter period. Engaging with patients and staff working in GPs will be a central component of this work to make sure that our research is meeting the need of the community.</p> <p>The role-holder will be responsible for coordinating and maintaining a PPIE panel to support the project over its three-year life cycle. This will include ensuring the PPIE panel is appropriately representative of across a wide range of key characteristics such as ethnicity, socio-economic statuses and other protected characteristics.</p> <p>You will develop a PPIE plan including holding webinars and in-person meetings to seek feedback from the PPIE panel covering the broader project research aims, methods and results.</p>

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

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.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements to improve 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 -

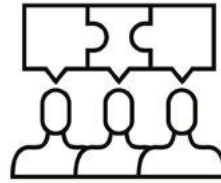
demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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 issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into five research departments.

- Department of Infectious Disease Epidemiology and Dynamics
- Department of Infectious Disease Epidemiology and International Health
- 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 for Development (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, Clinical Trials and Demography and 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

Department of Infectious Disease Epidemiology & Dynamics (IDED)

The Department of Infectious Disease Epidemiology & Dynamics conducts research on the epidemiology and control of infectious diseases of public health importance. Work is carried out in low-, middle- and high-income countries, including the United Kingdom, in close collaboration with partners in each country. The Department has three groups:

- The infectious disease modelling group, which is linked to the [Centre for Mathematical Modelling of Infectious Diseases \(CMMID\)](#).
- The [UK Public Health Rapid Support Team](#), a specialist multidisciplinary team across LSHTM and the UK Health Security Agency (UKHSA) that offers low and middle income countries around the world support to prepare for and respond to disease outbreaks, through field collaboration, research and capacity-strengthening activities.
- The [Vaccine Confidence Project](#), which conducts global research, investigating the roots, trends over time and impacts of vaccine confidence at regional, national and sub-national levels.

The Department works closely with the Department of Infectious Disease Epidemiology & International Health.

The Department Head is Professor Mark Jit.

Relevant Centres at LSHTM

The **Centre for the Mathematical Modelling of Infectious Diseases (CMMID)** is a multidisciplinary grouping of epidemiologists, mathematicians, economists, statisticians and clinicians from across all three faculties of the LSHTM. Research focuses on understanding and predicting the epidemiology of infectious diseases so that more effective control programmes can be devised. Researchers are developing and applying mathematical models to a range of infections including HIV and other sexually transmitted infections, HPV, tuberculosis, hepatitis C, influenza, rotavirus, measles, varicella, pneumococcal disease, Hib, malaria and sleeping sickness. More recently, CMMID has been one of the leading groups involved in responding to modelling needs in the UK and globally around the COVID-19 pandemic. More fundamental research includes developing methods to measure underlying contact patterns, sampling hard-to-reach populations (such as drug users), efficiently fitting complex mathematical models to data, and the integration of epidemiological models with economic analyses. CMMID is actively engaged in developing links with other modelling groups; members of the CMMID include mathematical modellers working at the UK Health Security Agency and the Royal Veterinary College.

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. Developing and overseeing the PPIE strategy as part of the Winter Pressures Project including acting as the first point of contact for PPIE panel members; promoting the goals, achievements, needs, and value of the PPIE panel to the wider project and engendering buy-in and participation in programmes and initiatives.
4. Lead the creation of a PPIE panel ensuring it is representative of a diverse range of characteristics including age, gender, ethnicity and socio-economic status
5. Lead and develop PPIE sessions throughout the duration of the project – seeking input from PIs, Winter Pressure investigators and the wider community, as required.
6. Lead community gatherings; devising themes, creating content, developing timelines and agendas, engaging speakers and overseeing event logistics (venues, travel, and materials) and day-of event implementation.
7. Identify and anticipate problems that may arise within the areas of community building and management and develop innovative and practical solutions.
8. Assist community members with adoption and use of community-supported technologies.

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 in the field of public health, infectious diseases epidemiology or similar.
2. Relevant experience of delivering Patient and Public Engagement activities and/or communications in an academic institution or similar setting.
3. Relevant analytical skills in epidemiology.
4. Evidence of good organisational skills, including effective time management.
5. Proven ability to work independently, as well as collaboratively, as part of a research team.
6. Evidence of excellent interpersonal skills, including the ability to communicate effectively both orally and in writing.
7. Excellent organisational skills and ability to coordinate and prioritise a complex workload, meet multiple, tight deadlines and delegate effectively.
8. Proven ability to manage, motivate and develop the capacity of a team.
9. Excellent written and oral communication skills in English, including a high level of accuracy and excellent spelling, punctuation and grammar, and the ability to present information in clear, concise, and compelling ways to technical and non-technical audiences.
10. Experience of planning and delivering successful and engaging events both in-person and online, including event marketing and management and facilitating meetings, events and focus groups.

Desirable Criteria

11. Some experience of teaching
12. Experience of developing a strategic communication plan and implementing this with the use of analytics. Experience of service delivery and proactively responding to user feedback and resolving concerns.
13. Experience drafting materials to support virtual or in-person communities, e.g. codes of conduct, guidance, training materials.
14. Experience of managing online platforms or forums.
15. Experience in open research, participatory and community-led co-creation or team science.

Salary and Conditions of Appointment

The post is fixed term until 30 April 2027 and part-time 8.75 hours per week, 0.25 FTE. The post is funded by the National Institute for Health and Care Research and is available from 01 June 2024. 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.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Date amended: Jan 2024