

JOB TITLE



Job Title:	UK-PHRST Research Coordinator
Department:	Infectious Disease Epidemiology (IDE)
Faculty:	Epidemiology and Population Health
Location:	Keppel Street, London
FTE:	1.0
Grade:	Grade 5 PSP
Reports to:	LSHTM UK-PHRST Programme Manager
Accountable to:	LSHTM UK-PHRST Programme Manager, Deputy Director and Director
Responsible for:	n/a
Job Summary:	We are seeking an experienced Research Coordinator to join the UK Public Health Rapid Support Team (UK-PHRST). The successful candidate will work with the UK-PHRST Director, Deputy Director for Research, LSHTM Programme Manager, and other UK-PHRST core team members to coordinate and support innovative research for the UK-PHRST. Duties will include coordinating and assisting on a broad range of research-associated activities, including study planning, design, and supporting research implementation. Conducting rigorous research makes up a key part of the UK-PHRST's three core deliverables along with rapidly responding to outbreaks and building in-country capacity for an improved national response to disease outbreaks. The Research Coordinator will ensure consistent progress on the diverse UK-PHRST research projects even when the principal investigators and other key personnel may be deployed for outbreaks or capacity building endeavours. The post-holder must be able to both work as part of a team but take independent initiative. Although the post is based in London, the Research Coordinator may be expected to travel to the field to assist with project implementation when required.

GENERAL INFORMATION

The Purpose and Role of the UK-PHRST

The UK-PHRST is a joint and equal partnership between the London School of Hygiene and Tropical Medicine (LSHTM) and Public Health England (PHE). The UK-PHRST Director is the accountable person to UK Government, through PHE, for delivery of UK-PHRST objectives. UK-PHRST continually monitors infectious diseases and other hazards globally, identifying situations where the deployment of specialist expertise can mitigate these threats. It rapidly deploys on behalf of UK Government, either bilaterally or as part of the World Health Organisation Global Outbreak Alert and Response Network, a standing team of multidisciplinary public health professionals and researchers as required in countries that are a priority for the UK's Official Development Assistance (ODA) programme.

UK-PHRST has the following objectives:

- Within ODA-eligible LMICs, rapidly investigate and respond to disease outbreaks at the source, with the aim of stopping a public health threat from becoming a health emergency.
- Conduct rigorous research to aid epidemic preparedness and response.
- Generate an evidence base for best practice in disease outbreak interventions within LMICs.

- Train a cadre of public health reservists for the UK-PHRST who could be rapidly deployed to respond to disease outbreaks.
- Build in-country capacity for an improved and rapid national response to disease outbreaks and contribute to supporting implementation of International Health Regulations.

The Director of the UK-PHRST is Professor Daniel Bausch.

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 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 four research departments.

- Department of Infectious Disease Epidemiology
- 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 in Developing Countries (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 and Clinical Trials. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor John Edmunds.

THE DEPARTMENT

Department of Infectious Disease Epidemiology

The Department of Infectious Disease Epidemiology (Head: Dr Veronique Filippi) has over 80 academic staff who conduct research on the epidemiology and control of infectious diseases of public health importance. Work is carried out both in developing countries and in industrialized countries including the United Kingdom. Research ranges from ecological studies of variations in disease frequency in different populations, through observational case-control and cohort studies to define risk factors for disease, to randomised controlled trials to test the impact of specific preventive and curative interventions.

The Department has major field research programmes in Malawi, Tanzania, Zambia, Ghana, Brazil and Europe and numerous collaborative projects in other countries in Africa, Asia and Latin America. Major interests are in the epidemiology and control of HIV and other sexually transmitted diseases, tuberculosis and other mycobacteria, malaria and other tropical parasites, hepatitis, measles and other vaccine-preventable diseases, respiratory diseases and gastro-intestinal infections. The Department is home to the MRC-funded Tropical Epidemiology Group, and a large research programme on maternal and perinatal health. The Department includes both medical and statistical epidemiologists, and there is considerable interest in methodological work, including research on statistical methods, transmission models, genetic epidemiology and immune-epidemiology. There are strong collaborative links with other Departments across all three Faculties, including with the Clinical Research and Immunology Departments. The Department has an active research degree-training programme, with over 40 PhD students.

PUBLIC HEALTH ENGLAND

PHE is one of the world's leading public health institutes. It is an executive agency of the Department of Health and is a distinct delivery organisation with operational autonomy. Alongside PHE's core function of protecting and improving the nation's health, it also plays a significant role in the global health arena. Its work in this area is guided both by PHE's Global Health Strategy, which launched in September 2014, and the Department of Health's Global Health Security objectives. A key focus of that work is improving global health security, responding to international disease outbreak and other significant events with health impacts (including humanitarian emergencies), and in building public health capacity in LMICs (particularly by supporting implementation of the International Health Regulations). It does this by drawing on the deep and wide ranging public health expertise of its staff and by working with and through other long-standing global health partners, such as the World Health Organization's (WHO) Global Outbreak Alert & Response Network, European Union, and International Association for Public Health Institutes.

POST DESCRIPTION

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).

The role holder will be expected to coordinate and support the research objectives of the UK-PHRST, a high profile £20m grant funded by the UK government.

Conducting rigorous research to aid epidemic preparedness and response makes up a key part of the UK-PHRST's three core deliverables along with rapidly responding to outbreaks and building in-country capacity for an improved national response to disease outbreaks. The role holder will play a key role in coordinator and supporting this research.

The UK-PHRST research budget is in excess of £5m.

Primary objectives will include but not be limited to:

- Work with the LSHTM UK-PHRST Programme Manager, Director, and Deputy Director for research on planning and implementing a UK-PHRST research programme, including achieving research outcomes on time, and within budget and scope
- Coordinate and contribute to the research focused content for reports for the Department of Health and National Institute for Health Research and other external and internal audiences as required
- Implement and manage a risk management strategy for the UK-PHRST research programmes
- Coordinate multiple UK-PHRST research projects and ensure the progress and continuation of these projects when other key staff are deployed or prioritising other UK-PHRST deliverables
- Support Academic Steering Committee meetings and assist with the UK-PHRST Interest Group meetings, including drafting agendas and facilitating meetings when required.
- Keep abreast of, and communicate to colleagues regarding, scientific literature relating to outbreaks and pathogens of epidemic potential
- Assist with coordinating research ethics board applications
- Support and coordinate the submission of peer-reviewed publications
- Support desk based UK-PHRST academic research – for example literature reviews

- Support the establishment and maintenance of good working relationships with overseas research partner institutions to ensure constant exchange of information and to provide recommendations to improve projects
- Support the LSHTM Programme Manager with the analyses of research activity and spend on a monthly basis and input into reports, forecasts, and scenarios as required to ensure transparency and project compliance
- Liaise with both internal and external stakeholders, as guided to do so by the Programme Manager and Deputy Director, in particular those critical to the success of operational research delivery. External stakeholders include PHE, King's College London, the University of Oxford, and the programme's funder, the UK Government
- Work with UK-PHRST colleagues to identify suitable areas of research from recent outbreaks of infectious diseases
- Deputise for Operational Research PI's as appropriate when required

Principal Duties and Responsibilities <i>(Examples)</i>
<p><i>Communications</i></p> <ul style="list-style-type: none"> • Proactively look for opportunities to publicise the research activities of the UK-PHRST. • Support the drafting of research briefs, production of research presentations and other external research outputs to help influence wider audiences. • Update the wider team on their activities and the wider research activity of UK-PHRST at formal and informal meetings (all staff meetings, core management calls, LSHTM team meetings etc.) • Contribute regular written content to the UK-PHRST website
<p><i>Teamwork and Motivation</i></p> <ul style="list-style-type: none"> • Provide ongoing support and guidance on academic research to UK-PHRST staff, ensuring that excellent research systems are in place and best practice for academic research are followed at all times. • Support the UK-PHRST's research activities on a daily basis, enabling individuals to achieve the project objectives and continually improve performance and output.
<p><i>Liaison and Networking</i></p> <ul style="list-style-type: none"> • Support the establishment and maintenance of good working relationships with overseas research partner institutions to ensure constant exchange of information and to provide recommendations to improve research projects • Develop relationships with internal stakeholders, relevant LSHTM departments and central services • Manage defined external relations and contracts where required • Assist and contribute to internal and external research meetings when required • Liaise with external stakeholders as appropriate, in particular those critical to the success of operational research delivery, such as PHE, King's College of London, the University of Oxford, and the programme's funder, the UK Government

Service Delivery

- Working closely with the LSHTM Programme Manager, Director and Deputy Director, ensure that the UK-PHRST is delivering against its research objectives, on time, and within budget.
- Deputise for the LSHTM Programme Manager in their absence and where appropriate, undertaking additional activities as required in service of effective UK-PHRST research delivery
- Develop and manage systems to ensure the effective monitoring and timely technical and financial reporting of all research activities across the UKPHRST, including research sub-contractors (King's College London and University of Oxford)

Decision Making

- Provide advice to the UK-PHRST Programme Manager and Directorate, including on matters related to management and resource allocation, to ensure effective implementation of the research programme
- Make budget spend decisions around the research budget in collaboration with the Programme Manager and Deputy Director

Planning and Organising

- Support the development of effective management and delivery of the UK-PHRST's research activities in conjunction with the Programme Manager, Deputy Director and Director.
- Maintain a full risk management strategy for the UK PHRST's research programmes.
- Develop complex project plans for operational research projects, and track research progress on a regular basis, assisting the Programme Manager, Deputy Director and Director to achieve research outcomes on time, within the scope of the UK-PHRST's research priorities and within budget, seeking advice from the Academic Steering Committee or other colleagues within LSHTM and the UK-PHRST.

Initiative and Problem Solving

- Ensure effective relationship and research capacity management at individual, team, organisational, programme and cross-organisational level, ensuring all research projects have measurable operational plans that allow for active monitoring against milestones, taking pre-emptive steps to prevent problems.
- Identify and investigate any system failures relating to the UK-PHRST's research activity and develop robust new approaches to prevent similar issues arising again.
- Assist the Programme Manager; Director and Deputy Director in ensuring emergency and service continuity plans are in place for the UK-PHRST's research delivery.

Analysis and Research

- Support the evaluation of the UK-PHRST's research in relation to its original objectives, including use of research data to produce charts and visual aids

- Analyse research activity and spend on a regular basis and input into reports, forecasts, and scenarios as required to ensure transparency and project compliance
- Coordinate multiple UK-PHRST research projects and ensure the progress and continuation of these projects when other key staff are deployed
- Assist the Programme Manager, Director and Deputy Director to achieve research outcomes on time, and within budget and scope, seeking advice from senior colleagues when appropriate
- Assist in the implementation of a risk management strategy for the UK-PHRST research programmes

Additional Information

- This is a key role with the UK-PHRST that will ensure the continued delivery of our research work, a major objective of the team. We are looking for a candidate with strong experience of managing and coordinating major research projects with a sound knowledge of reporting and financial management.

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.

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Department: Infectious Disease Epidemiology (IDE)

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to post graduate degree level (e.g., MSc or MPH), or equivalent, or substantial relevant experience in public health, epidemiology or a related field 	E
	<ul style="list-style-type: none"> Continuing professional development particularly in research coordination and management 	D
Experience	<ul style="list-style-type: none"> Significant proven experience of management in an academic institution or similar environment 	E
	<ul style="list-style-type: none"> Significant proven experience of financial management of research projects including preparing and monitoring budgets, including achieving annual targets on a regular basis 	E
	<ul style="list-style-type: none"> Significant proven experience of grant management and reporting to funders 	E
	<ul style="list-style-type: none"> Proven ability to coordinate, support and motivate a team in a changing environment 	E
	<ul style="list-style-type: none"> Proven experience of negotiating contracts for research, consultancy or other services 	E
	<ul style="list-style-type: none"> Ability to develop and introduce, procedures, processes and systems effectively 	E
	<ul style="list-style-type: none"> Relevant experience in and understanding of working in resource-poor settings 	E
Knowledge	<ul style="list-style-type: none"> Understanding of the Higher Education sector 	E
	<ul style="list-style-type: none"> Financially literate with sound knowledge of budgeting methodologies and resource management concepts 	E
	<ul style="list-style-type: none"> Demonstrates evidence of understanding Schools values, proactively promoting these to colleagues and stakeholders and within programme activities 	E
	<ul style="list-style-type: none"> Knowledge of global health research architecture and epidemic response landscape 	D
Personal Qualities	<ul style="list-style-type: none"> Sympathetic, approachable manner and the ability to communicate effectively and appropriately with colleagues of different backgrounds, seniority and cultures 	E
	<ul style="list-style-type: none"> Ability to build relationships with colleagues in other organizations, including high-level partners 	E
	<ul style="list-style-type: none"> Collaborative and flexible approach and ability to work well and effectively with all colleagues and students 	E

	<ul style="list-style-type: none"> • Commitment to School's policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and background • Political awareness and appropriate team orientated working style • Display a professional attitude towards colleagues, students and others • Willingness to travel for work purposes, e.g. in relation to organising overseas research activities 	E E E E
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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 available on a full-time basis commencing as soon as possible, until 31 March 2021. The salary will be on the Professional Support scale, Grade 5, in the range £34,238 - £39,304 per annum inclusive. 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 online 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 EPH-IDE-2018-44.

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.

Date compiled: August 2018