JOB DESCRIPTION

Job Title: Project Assistant
Department: Clinical Trials Unit within the Department of Medical Statistics
Faculty: Epidemiology and Population Health
Location: Keppel Street, London
Reports to: Myriam Benyahia, Project Coordinator
Responsible for: N/A
Full Time/Part Time/Casual: Full-Time
Grade: 3
Overall Purpose of the job: The post-holder will support the Project Coordinator and play a key role in the day-to-day project management aspects of clinical trials being conducted by the LSHTM Clinical Trials Unit (CTU) within varying portfolios from set-up to closure. The role will support some of the administrative aspects of delivering trials. The post-holder will be an excellent communicator and have the ability to work as an integral part of the team. They will be able to demonstrate excellent organisational skills and have the ability to make a significant contribution to the successful completion of clinical trial projects.

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.

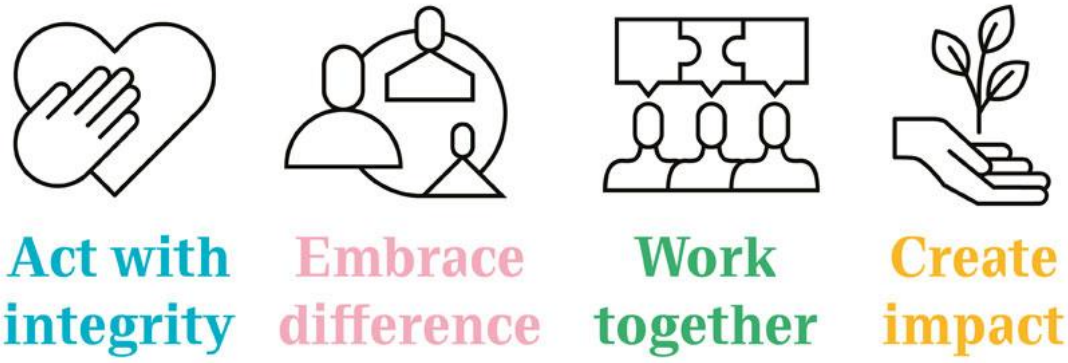
Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

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



FACULTY/DEPARTMENT 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 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 two distance Learning MSc courses: Epidemiology and Clinical Trials. The Faculty also has approximately 220 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

CLINICAL TRIALS UNIT (CTU) INFORMATION

The CTU comprises 50 academic and professional services staff who are specialists in all aspects of the planning, co-ordination, data management, statistical analysis and reporting of clinical trials.

The CTU also has expertise in IT systems and infrastructure and software development to ensure that the complex needs of trials are well served.

The CTU is accredited by the UK Clinical Research Collaboration and has expertise in a range of topic areas, notably trauma and emergency care, cardiovascular disease, sexual and reproductive health and social and behaviour change studies. The CTU is led by Co-Directors Professor Cari Free and Dr Charles Opondo and Director of Operations Dr Shirine Voller.

OUR TEAM INFOMRATION

We are based within the Department of Medical Statistics and are part of the Clinical Trials at the largest school of public health in Europe. We work with a global network of collaborators from over 50 countries supporting trial coordinating centres in Pakistan, Nigeria and Tanzania.

We have a strong focus on clinical trial methodology, including methods for central monitoring, trial reporting, adaptive designs, non-inferiority trials, surrogate endpoints, multiplicity of data (eg subgroup analyses, composite endpoints, repeated measures) and methods for systematic reviews, and also conducts qualitative research into the views of trial participants. We bring to these processes, extensive knowledge and practical experience of trial coordination, gained from holding a respected position within the clinical scientific community.

Our special interest is in the conduct of large international multi-centre trials, and have an international reputation for practice changing clinical trials, especially in the area of trauma and emergency care. Examples include the MRC CRASH trial (10,000 patients with traumatic brain injury), the CRASH-2 trial (20,000 patients with traumatic bleeding) and the WOMAN trial (20,000 women with postpartum bleeding), CRASH-3 trial (12,737 patients with traumatic brain injury), HALT-IT trial (12,000 patients with gastrointestinal bleeding).

Our portfolio of work includes Phase 1, 2 and 3 trials and on improving the efficiency of trials to improve quality, reduce cost and to reduce our carbon footprint, including trial design, recruitment and retention for trials, monitoring efficient ways of conducting clinical trials. We work on finding novel ways of communicating the work we do to clinicians, policy makers and the wider public to make sure patients benefit from the results of our research.

Our mission is to provide valid and reliable answers to important public health questions and to use the answers to improve health and health equity in the UK and worldwide.

Main Duties and Responsibilities

Project / Financial Administration:

- Conduct efficient project administration for all aspects of CTU projects:
    - collate and maintain project documentation/records/reports,
    - assist in preparing project financial reports,
    - follow up with receipts/invoices from relevant stakeholders,
    - create and manage filing systems, organise documentation for all grants (completed and current).
    - work with the trials assistant to order office supplies, oversee maintenance of office equipment and stock replenishment.

- Assist the project team in getting all project relevant queries resolved, in accordance with LSHTM and CTU written procedures and LSHTM internal policies.

- Support project team in organising project travel including flights, accommodation, visas and cash advances, whilst demonstrating a commitment to obtaining competitive rates.

- Attend and contribute to team meetings and facilitate logistics: prepare meeting agendas, supporting materials, take minutes and track action points, as required.

- Assist with procurement and payments of invoices, staff and non-staff expense claim management, ensuring relevant documentation is obtained and filed for efficient submission and approval, under the supervision of the Project Administrator.

- Create/ manage folders for each grant, keep full records of all incurred expenses/ reports and financial evidence by grants, as per relevant regulations, LSHTM Standard Operating Procedures (SOPs) and relevant project Working Practice Documents (WPDs).

- Record and file documentation and collate data from the Trial Master File (TMF) for audit purposes, as needed.

- Build competency in using the school's financial and procurement system, Agresso, to support project procurement, as required by the role.

- Handle data and project financial documents in line with relevant regulations, and Good Clinical Practice (GCP) and General Data Protection Regulation (GDPR) training.

Trial Administration:

- Monitor the relevant trial email inboxes and direct any enquiries to the project team in a timely manner.

- Assist trials teams to print, prepare and send trial documents and materials as required by trial sites and other collaborators in line with written procedures.

- Help prepare and send gift incentives and certificates to collaborators and participating trial sites.

- Work independently to conduct daily project queries and review in line with procedures, and timelines set, escalating where appropriate.

Communications:

- Assist with the production of communications materials, such as flyers, presentations and reports, conference materials, blog posts, and online news stories

- Maintain project webpages, including updating trial information and other communications materials.

- Help prepare trial promotion/communications materials such as newsletters, leaflets, posters and short videos; and send mail-outs using MS Word mail-merges.

Additional Information

- Contribute to services offered by the CTU to the wider LSHTM community in line with the post-holder's expertise.

- Undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

- Be part of the development and implementation of strategies to improve the conduct of projects from set-up to closure, with some support of the administrative aspects of delivering trials like patient recruitment and milestones deliveries, commensurate to the level of the role.

- Act as the central point of contact for travel agencies, venue providers, workshop participants and other stakeholders.

- Contribute to team meetings and other clinical trials relevant meetings

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

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.

Competency	Evidence	E / D
Education, Qualifications and Training	• Undergraduate degree in relevant subject or the equivalent relevant experience.	E
Experience	• Experience of ensuring compliance with Standard Operating Procedures, administrative processes and policies;	E
	• Experience of providing proactive administrative support for higher education (or similar environment) and working closely with academic staff members.	E
	• Significant experience of providing administrative support for projects and/or research projects	E
	• Experience of handling personal data/ data quality control procedures;	E
	• Experience of maintaining webpages, including updating project information and other communications materials;	D
	• Experience of creating communications content, e.g. newsletters, video clips.	D
Knowledge	• Good understanding of data protection principles;	E
	• Good understanding of academic research and funding within higher education.	E
	• Knowledge of clinical trial processes;	D
	• Knowledge of the scientific principles of randomised controlled trials.	D
General	• Proven ability to manage own workload, organising and prioritising tasks to meet deadlines	E

	• Excellent written and oral communication and numeric skills;	E
	• Excellent organisational skills and ability to prioritise to meet deadlines;	E
	• High degree of accuracy, the ability to pay close attention to detail and strong focus on quality of work;	E
	• Proficient in the use of the Microsoft Office suite of products, including Word, Excel, PowerPoint, IT skills, Outlook and the Internet;	E
	• Excellent interpersonal skills and the ability to work well and flexibly in teams and with a wide range of varying stakeholders;	E
	• Strong general administrative skills, and relevant office experience;	E
	• Ability to have a flexible approach to work responsibilities, and adaptable when faced with changing organisational priorities.	E

E-Essential: Requirement without which the job could not be done
D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: October 2024

Salary and Conditions of Appointment

The post is fixed term for 12 months and full-time 35 hours per week, 1 FTE. The post is funded by the Wellcome Trust and the Bill & Melinda Gates Foundation and is available immediately. The salary will be on the Professional Services salary scale, Grade 3 scale in the range £29,514 - £33,207 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.