

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
FACULTY OF INFECTIOUS AND TROPICAL DISEASES
DEPARTMENT OF CLINICAL RESEARCH
EBOVAC PROJECT ASSISTANT



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 Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

Faculty of Infectious and Tropical Diseases

The Faculty of Infectious and Tropical Diseases encompasses all of the laboratory-based research in the School as well as that on the clinical and epidemiological aspects of infectious and tropical diseases. 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 malaria, tuberculosis, HIV/AIDS and other sexually transmitted diseases, vaccine development and evaluation, and vector biology and disease control. The Faculty is organised into four large research departments comprising: Pathogen Molecular Biology, Immunology and Infection, Disease Control, and Clinical Research. There is close interaction between scientists in different

research teams. The Faculty has strong overseas links, which provide a basis for field studies and international collaborations in developed and developing countries. The teaching programme includes MSc courses, taught in-house and by distance learning, which are modular in structure, a variety of short-courses and an active doctoral programme (PhD and DrPH). For further information on the Faculty see: <http://www.lshtm.ac.uk/itd/index.html>.

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.

Department of Disease Control (Head: Professor James Logan)

The Department of Disease Control is a multidisciplinary, cross-cutting department, operating in a global context and committed to excellence in research, innovation, learning and engagement. We have an outstanding reputation for internationally competitive research and teaching excellence, with demonstrable impact in the control of diseases, worldwide. Our diverse scientific staff comprises entomologists, epidemiologists, mathematical modellers, geographers, public health engineers, hygiene specialists, social scientists, engineers, statisticians and clinical scientists. We also have a strong team of project administrators, coordinators, managers, and communication specialists, who provide expert support to our research programmes in the UK and overseas. We are a highly collaborative Department, with extensive partnerships and collaborations with researchers from many countries and organisations around the world, as well as internally, with multiple School Departments. Our work cuts across several School Centres such as the Vaccine Centre, the Malaria Centre, Centre for Evaluation and the MARCH Centre.

Our staff play influential roles as consultants and key advisors to organisations including the WHO, CDC, Malaria Consortium, Public Health England, Department of Health, DFID, Bill and Melinda Gates Foundation, the Royal Society, Research Councils, Academy of Medical Sciences, the World Bank, Governments and private sector manufacturers and innovators, amongst many others. Our range of expertise provides us with an impressive set of tools for addressing the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in low- and middle-income countries. Much of our research is directed at current health policy issues and addressing gaps between policy and practice.

Department of Immunology and Infection (Head: Professor Greg Bancroft)

Research in the Department of Immunology and Infection centres on analysis of the host response to infection at the molecular, cellular and population levels. The goals are to develop a greater understanding of basic mechanisms of immunological protection versus pathology, and to apply this knowledge to the development of immunological interventions and the identification of correlates of immune status. Our work involves application of state-of-the-art cellular and molecular approaches to the in vitro analysis of pathogen-host cell interactions, to in vivo studies in models and to the study of immunity at the population level in disease endemic areas. Main areas of research include the regulation of acute and chronic inflammation; macrophage-pathogen interactions; cellular

pharmacology; the production of cytokines during innate and acquired immune responses; T-cell function and antigen recognition; the mechanisms of immunopathology; the development of vaccines; and delivery systems for vaccines and drugs.

Current research includes the role of acute phase proteins in resistance to infection, homeostasis and inflammatory disease, mechanisms of macrophage activation, control of cytokine synthesis and mammalian lectin interactions (J. Raynes); intracellular trafficking and secretory pathways of cells of the immune system (T. Ward); the role of innate responses in resistance to the bacterial pathogens, *Mycobacterium tuberculosis* and *Burkholderia pseudomallei*, activity and regulation of natural killer cells and their effect on macrophage activation and recruitment, regulation of chemokine receptors during infection and granulomatous tissue responses in the lung against *Cryptococcus neoformans* and *Mycobacterium tuberculosis* (G. Bancroft); longitudinal studies on immune correlates of protection against malaria in Uganda and a cluster-randomized trial on the impact of targeted interventions on malaria transmission in Kenya and Mali (T. Bousema); identification and evaluation of novel drugs and formulations for the treatment of leishmaniasis, malaria, human African trypanosomiasis (sleeping sickness) and American trypanosomiasis (Chagas disease). This research includes projects on miltefosine, AmBisome and topical paromomycin as well as on drug – immune response interactions and PK PD relationships (S Croft); correlates of protection against tuberculosis and studies of BCG vaccination, human CD8+ T-cell responses to mycobacterial antigens and synthetic peptides, use of whole blood assays in immuno-epidemiology (H. Dockrell); innate and adaptive immunity to malaria including activation of natural killer cells, cytokine regulation in clinical immunity and immunopathology, regulation of antibody production and immunoglobulin class switching (E. Riley); induction and regulation of innate and adaptive immune responses to malaria pre-erythrocytic stage and blood stage parasites (J. Hafalla); using anti-malarial antibodies as a marker of malaria exposure & assessment of the use of sero-epidemiology to monitor and target malaria control measures www.seromap.com (C. Drakeley) transmission of *Plasmodium falciparum* malaria including antibody responses to gametocyte-infected erythrocyte surface antigens, effect of gamete antigen variability on transmission, gametocyte sequestration and development and gametocytocidal drug therapy (C. Sutherland); drug discovery for helminthic diseases notably schistosomiasis (Q. Bickle); impact of concomitant viral, bacterial, protozoal and helminth infections on induction of immune responses and immunopathology and T cell regulation and induction of mucosal immune responses during intestinal nematode infections (H. Helmby); anti-protozoal chemotherapy with focus on anti-leishmanial drug discovery and development including drug combinations and drug delivery systems, anti-leishmanial vaccine development and immunotherapies, models for drug and vaccine development and the role of macrophages in context of anti-leishmanial drug treatment (K Seifert); the identification and evaluation of novel drugs and drug delivery systems for leishmaniasis, trypanosomiasis and malaria, interaction between antiprotozoal drugs and the immune response (V. Yardley)

Host response to vaccination and development of improved vaccine strategies for protection against tuberculosis, growth inhibition assays, T-cell responses and vaccine trial immune monitoring (H. Fletcher) Dissecting red blood cell invasion pathways in the malaria parasite *Plasmodium knowlesi* (R.Moon)

Department of Pathogen Molecular Biology (Head: Professor David Conway)

Research in the Department of Pathogen Molecular Biology focuses on the molecular biology and genetics of pathogens and interaction with their hosts, to improve understanding and control of infectious diseases. This includes: (i) determining mechanisms of infection of globally important viral, bacterial and parasitic pathogens; (ii) deciphering the genetic diversity of disease agents in natural populations to understand epidemiological and functional processes, (iii) studying immune evasion mechanisms of particular disease agents, (iv) exploiting pathogens as model biological systems, and (v) developing practical applications including improved diagnostic tests and characterisation of vaccine candidates or drug targets.

Studies in the Department include analyses of malaria parasites (*Plasmodium* spp), Chagas disease (*Trypanosoma cruzi*), African sleeping sickness (*Trypanosoma brucei*), amoebic dysentery

(*Entamoeba*), the Leishmania species, bacterial food borne pathogens (*Campylobacter jejuni* and *Yersinia enterocolitica*), gastric ulcers/cancer (*Helicobacter pylori*), pseudomembranous colitis (*Clostridium difficile*), plague (*Yersinia pestis*), paddy field melioidosis (*Burkholderia pseudomallei*), Tuberculosis (*Mycobacterium tuberculosis*), Pneumonia (*Streptococcus pneumoniae*), Bluetongue viral disease of livestock, Herpesviridae, SARS, hemorrhagic fever viruses, and enteric rotaviruses that cause significant diarrhoeal disease.

The overall aim of our research is to understand the complex and dynamic ways by which pathogens modulate virulence and interact with the human host. Such a holistic approach will vastly increase the scope for the rational design of long-term intervention strategies to reduce the burden of infectious disease. In recent years such a mission has been significantly enhanced by the availability of whole genome sequences. Members of the Department are involved in several pathogen genome projects, and post genome studies which facilitate understanding of complex parasites. The interpretation and exploitation of this basic information is the platform for numerous new avenues of research on pathogenesis, epidemiology and the evolution of virulence.

Teaching

The School offers 18 one year full-time taught courses leading to the Master of Science (MSc) degree of the University of London and the Diploma of the London School of Hygiene and Tropical Medicine (DLSHTM). The Faculty of Infectious and Tropical Diseases runs or contributes substantially to ten of these courses and the “Immunology of Infectious Diseases” course is run from within the Department of Immunology and Infection. In addition, the Faculty is responsible for the three-month Diploma in Tropical Medicine and Hygiene (DTM&H), the Diploma in Tropical Nursing and offers a range of specialist short courses lasting usually one or two weeks. Six MSc courses are also offered by Distance Learning, including one on Infectious Diseases.

Research Training

The School offers two doctoral training programmes. The MPhil/PhD degrees are designed for those who wish to go on to a full time research career. The DrPH is directed towards those who expect their careers to be more in the practice of public health.

EBOVAC Project

The Ebola vaccine projects – EBOVAC1, EBOVAC2 and EBODAC – are a series of trials and associated projects which aim to assess a novel prime-boost preventive vaccine regimen against Ebola Virus Disease (EVD). In a prime-boost vaccine regimen, individuals are first given a dose to prime the immune system, and then a boost dose, which is intended to enhance the immune response and increase the duration of the response. The vaccine has been developed by Janssen Vaccines and Prevention B.V. and the trial is funded by the Innovative Medicines Initiative (IMI, a partnership between the EU and the European pharmaceutical industry).

Between them the EBOVAC1 and EBOVAC2 projects will assess – through several clinical trials conducted in phases in Europe and Africa – the safety, tolerability and immunogenicity of the vaccine regimen in response to the urgent public health need raised by the Ebola epidemic.

JOB DESCRIPTION

Job Title:	EBOVAC Project Assistant
Department:	Clinical Research
Faculty:	Infectious and Tropical Diseases
Location:	London School of Hygiene & Tropical Medicine, Keppel Street, WC1E 7HT, United Kingdom
FTE:	1.0 FTE
Grade:	PSP 4
Accountable to:	Stuart Malcolm, EBOVAC Senior Project Manager

The post holder provides full administrative support to the EBOVAC Ebola Vaccine Trial Project and also acts as PA to Professor Deborah Watson-Jones.

1. Administration

- Acting as PA to Professor Deborah Watson-Jones (Principal Investigator) (e.g. managing her emails, diary, assisting with arranging meetings and travel, assisting with maintaining a literature database; expense claims).
- Making travel arrangements (including accommodation, visas and insurance) for EBOVAC1 staff.
- Making travel arrangements for collaborators and workshop participants, including hotel accommodation and letters of support for visa applications.
- Arranging payments for supplies, travel and other services.
- Ordering supplies and shipping to overseas sites if needed.
- Processing expense claims.
- Completing inter-account transaction journals to ensure expenditure is allocated to the correct account code.
- Assisting with the set-up and maintenance of management tools i.e. project guidelines, risk management plan, report and deliverable templates, contact and mailing lists and tools to follow up deliverables, milestones and project resource use
- Taking responsibility for day to day administrative matters relating to the EBOVAC project, following LSHTM procedures at all times
- Providing advice concerning LSHTM administrative and financial procedures.

2. Personnel management

- Coordinating the paperwork for recruitment of new posts, ensuring LSHTM procedures are adhered to.
- Monitoring staff contract end dates, renewing staff contracts and preparing payroll variation forms.
- Maintaining a database of EBOVAC staff including job descriptions, contact details, CVs, duration of contracts and teaching commitments, as well as holiday and travel commitments.

3. Communications

- Assisting the Communications Officer with dissemination activities, including the preparation of monthly project bulletins that update all project collaborators on the project activities.
- Contribute to, and assist with the co-ordination of, written materials such as annual reports.

- Organising workshops and meetings in the UK (including tele- or video-conference calls) and assisting with the organisation of meetings overseas, including preparation of the agenda and coordination and dissemination of meeting materials and minutes.
- Communicating effectively and developing and maintaining good working relationships with all programme staff, collaborators, funders and LSHTM central administration staff liaising on financial, contractual and administrative issues.
- Setting up, maintaining and facilitating project communication tools including mailing lists.
- Attending meetings with collaborators and funding agencies as required. Performing any other tasks relating to project management as required by the PI, EBOVAC Senior Project Manager, project team members or funders teaching commitments, as well as holiday and travel commitments.

4. Financial Management

- Setting up and maintaining accurate financial recording systems for the EBOVAC project, and ensuring all procedures are in line with LSHTM regulations and those of the funding organisation.
- Monitoring income and expenditure on the EBOVAC project, initiating remedial action where necessary in liaison with the EBOVAC Senior Project Manager, Research Operations Office (ROO), Finance Office and the funding agencies. Liaising with ROO and the EBOVAC Senior Project Manager concerning contractual agreements, financial summaries and reports as requested by the funder.
- Preparing terms and conditions and budgets for sub-contracts to external collaborators and consultants, and liaising with ROO to issue these.
- Ensuring that both progress and expenditure reports are received from collaborators on a regular basis according to the terms of the contractual agreements, checking the accuracy of such reports and raising any queries.
- Providing guidance, advice and support to overseas collaborating partner administrative staff in the preparation of financial reports.
- Arranging for payments to be remitted to overseas collaborators.
- Preparing summaries of project finances for the Senior Project Manager EBOVAC and PI on a quarterly or ad-hoc basis.
- Liaising with funding organisations on any matters arising in connection with grants.
- Collating and submitting evidence of expenditure, such as copies of invoices and receipts, to the funding organisation.
- Assisting the EBOVAC Senior Project Manager, Project Managers and PI in the submission of annual financial reports to the donor.

5. Other

- Deputising for the EBOVAC Senior Project Manager in their absence.
- Attending Departmental Meetings as required.
- Responding to requests from the Departmental and Faculty Administrators.
- Adhering to Faculty and School policy procedures at all times.
- Undertaking other reasonable duties as may be required by the PI or EBOVAC Senior Project Manager or other EBOVAC Project Managers.

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

ESSENTIAL CRITERIA:

- Educated to degree level or equivalent administrative qualifications or substantial relevant experience.
- Experience of administrative work, preferably in an academic institution, with multi-partner projects.
- Experience as a Personal Assistant.
- Excellent written and oral communication skills including experience of writing reports.
- High standard of numeracy and experience of managing budgets and preparing financial reports.
- Experience of Management Information Systems and using software relevant to grant management.
- Excellent IT skills in email, spreadsheets, word processing, databases, Internet and social media.
- Ability to work within teams.
- Excellent organisation skills including an ability to prioritise and manage a busy workload without supervision and within tight deadlines.
- Ability to organise large meetings, within and outside the UK, including co-ordinating the production of papers and preparing minutes.
- Excellent interpersonal skills with the ability to develop and maintain effective working relationships with individuals from different backgrounds and cultures.

DESIRABLE CRITERIA

- Experience of using pFACT or similar grants management software for budget preparation and reports, and of Agresso or other Financial Management Information Systems.
- Experience of using project management tools, procedures manuals, risk management matrixes, reporting templates etc.
- Experience of/ or interest in developing countries and/or Ebola.

SALARY AND CONDITIONS OF APPOINTMENT

The post is funded by the Innovative Medicines Initiative under the European Commission's Horizon 2020 Framework Programme until 30th November 2019 and is available immediately. Salary is on the Professional Support Grade 4 scale in the range £29,326 - £33,359 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.

ASYLUM AND IMMIGRATION

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