

# JOB DESCRIPTION



<b>Job Title:</b> Clinical Trials Data Assistant x2
<b>Department:</b> Clinical Trials Unit within the Department of Medical Statistics
<b>Faculty/Professional Service:</b> Epidemiology and Population Health
<b>Location:</b> Keppel Street, London
<b>Reports to:</b> Senior Data Manager
<b>Responsible for:</b> n/a
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Hours</b> ( <i>if less than full time</i> ):
<b>Grade:</b> PSP Grade 3
<b>Overall Purpose of the job:</b>  The Data Assistants will support the Data Manager(s) and play a key role in the day-to-day data management aspects of clinical trials being conducted by the LSHTM Clinical Trials Unit (CTU).  The post holder will work closely with the Senior Data Manager, Data Manager and Assistant Data Manager and will liaise with trial teams on a daily basis.  The post holder will become familiar with International Council for Harmonisation (ICH) Good Clinical Practice (GCP) and General Data Protection Regulation (GDPR) and apply the principles in performing their role.

## 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

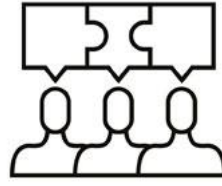
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## 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 three distance Learning MSc courses: Epidemiology, Clinical Trials and Demography in Health. The Faculty also has approximately 240 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

## OUR TEAM INFORMATION

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.

<b>Main Duties and Responsibilities</b>
<ul style="list-style-type: none"> <li>• Work under Data Managers' supervision to conduct data entry, data review checks and query management of trial data;</li> <li>• Assist with review of data quality and with completing actions that arise from Data Quality Control checks;</li> <li>• Provide guidance to site investigators on how to complete relevant forms and use the CTU's Data Management Systems;</li> <li>• Assist Data Managers in checking and identifying problems with data received from trial sites, escalating any data concerns as appropriate;</li> <li>• Liaise with site investigators and trial teams to resolve data queries and problematic data under the supervision of the Data Manager and in line with written procedures;</li> <li>• Acknowledge data received from investigators, and provide encouragement and motivation for recruitment and data collection, e.g. when recruitment milestones are met;</li> <li>• Maintain good relationships with investigators and other trial personnel through regular contact to support data collection for trials.</li> <li>• Conduct checks of all data received by site investigators in line with written procedures, to ensure compliance with the trial protocol and data collection guidance;</li> <li>• Assist Data Managers in handling and storing data and relevant documentation in line with written procedures, ICH GCP and General Data Protection Regulation (GDPR);</li> <li>• Assist Data Managers in the testing and documentation of the trial and Data Management systems, in line with written procedures; To assist Data</li> </ul>

Managers with entry and follow-up of adverse event data, raising and following up on queries as necessary;

- Help Data Managers draft Data Management Plans (DMP), Working Practice Documents (WPDs) and other related procedures, commensurate with the level of the role;
- Use written procedures to identify data issues e.g. misunderstanding by trial sites, falsification, repeated problems and bring them to the immediate attention of the Data Manager;
- Assist the Data Manager(s) in ensuring all data and documentation are readily accessible for independent audits and inspections;
- Contribute to the development and implementation of procedures to improve the accuracy and completeness of data collected, commensurate to the level of the role;
- Use initiative to help identify data collection and/or protocol compliance issues during data checks, and bringing any issue to the immediate attention to Data Management and/or Trial Management Group;
- Collate data from the trial database (s) to produce simple summary statistics;
- Handle and store all data and corresponding communications per written procedures and in line with relevant regulations, Good Clinical Practice (GCP) and General Data Protection Regulation (GDPR);
- File important trial documents in the Trial Master File (TMF) and assist with archiving as per written procedures;
- Contribute to services offered by the CTU to the wider LSHTM community in line with the post-holder's expertise.
- Undertake any other reasonable duties as required by the Senior Data Manager or other senior CTU staff commensurate with the level of this post.

#### 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.

<b>Competency</b>	<b>Evidence</b>	<b>E / D</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Higher education to degree level, or equivalent relevant experience.</li> </ul>	E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of data quality control procedures</li> <li>Experience using different software to assess data quality and present data in a usable format</li> <li>Relevant data management experience in regulated clinical trials</li> <li>Experience of handling personal data</li> <li>Experience of processes needed for developing a clinical trial database</li> <li>Understanding of the regulated environment in which clinical trials operate, including awareness of ICH GCP and GDPR</li> <li>Good understanding of clinical trials terminology</li> </ul>	E E D D D E D
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>High degree of accuracy and the ability to pay close attention to detail</li> <li>Excellent interpersonal skills and the ability to work well in teams and with a wide range of varying stakeholders</li> <li>Excellent written and oral communication and numeric skills</li> <li>Excellent organisational skills and ability to prioritise to meet deadlines</li> <li>Strong IT skills and proficient in the use of the Microsoft Office suite, including Word, Excel, PowerPoint, Outlook and Sharepoint/OneDrive</li> </ul>	E E E E E

	<ul style="list-style-type: none"> <li>Ability to have a flexible approach to work responsibilities, and adaptable when faced with changing organisational priorities</li> </ul>	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

Date compiled: June 2025

## **Salary and Conditions of Appointment**

The post is fixed term for 12 months and full-time, 35 hours per week 1.0 FTE. The post is funded by Unitaaid and is immediately available. The salary will be on the Professional Services salary scale, Grade 3 in the range £29,814 - £33,457 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](mailto: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.