

# JOB DESCRIPTION



<b>Job Title:</b> Web and Database Manager (Cancer Survival Group)
<b>Department:</b> Non-Communicable Disease Epidemiology
<b>Faculty/Professional Service:</b> Epidemiology and Population Health
<b>Location:</b> Keppel Street, London WC1E 7HT
<b>Reports to:</b> Prof Claudia Allemani
<b>Responsible for:</b> N/A
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> 5
<b>Overall Purpose of the job:</b>  The Web and Database Manager will be responsible for establishing, maintaining and improving the range of administrative databases and web resources for the Cancer Survival Group (CSG). The CSG is an international research group led by Professor Michel Coleman with Prof Claudia Allemani.  The Group is actively involved in methodological innovation in survival analysis. A library of more than 20,000 lifetables for cancer survival analysis developed by the Group is freely accessible from our web pages. The postholder will have the opportunity to collaborate with specialists at DELL Technologies and to contribute to creating user-friendly, interactive web-pages to enable customised access and download of the CSG's research results.  The postholder will be expected to develop and improve the effective management of complex administrative databases and to provide information on the web-site in innovative ways, such as logging hits by location or email, as appropriate.

## 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

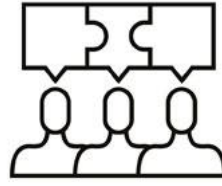
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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 major issues of importance to public health provision 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.

**The Department of Non-Communicable Disease Epidemiology** is the main focus of research on the epidemiology of non-communicable diseases at the London School of Hygiene & Tropical Medicine. While most of our studies have been in the UK or other high-income countries, we have a growing programme of

research on non-communicable diseases in low-income and middle-income countries, including India and countries of the former Soviet Union. Research interests include genetic susceptibility to disease, metabolic and endocrine disease mechanisms, and the population health effects of changes in national diets and drinking behaviours. Themes include determinants of ethnic variation in disease risk; adverse drug reactions; epidemiology of ageing; foetal and childhood origins of adult disease; determinants of reproductive outcomes; cardiovascular disease; growth factors and cancer risk; natural history of genital human papillomavirus (HPV); global surveillance of trends in cancer survival, and non-communicable diseases in low-income and middle-income countries. The Department has considerable methodological strength and experience, particularly in the analysis of genetic association studies and the conduct and analysis of large-scale cohort and record-linkage studies. We work closely with colleagues in other departments and faculties, and we have excellent collaborative links with researchers in many institutions around the world. Funding comes from a wide variety of sources including the Medical Research Council, the European Research Council, the Wellcome Trust and Cancer Research UK and the National Cancer Institute of France.

The Department Head is Professor David Leon.

## Main Duties and Responsibilities

- Establish, maintain and improve the range of administrative databases of the Cancer Survival Group (CSG).
- Develop and maintain the Group's web resources, including creation of user-friendly, interactive web-pages to enable customised access and download of CSG research results, in collaboration with specialists at DELL Technologies, a CSG Partner.
- Develop existing spreadsheets of progress in data acquisition, quality control and communication with hundreds of cancer registries world-wide; and to invent new tools where necessary.
- Develop and maintain the global and regional maps of the CSG's collaborating cancer registries and their jurisdictions, using QGIS and GADM or equivalent software packages.
- Create or update protocols, manuals and regulations for secure access, storage and back-up of the Group's data.
- Work with the CSG Head to maintain and improve the CSG's System-Level Security Policy.
- Provide the Group with technical expertise, by developing and presenting training for Group members in the use of database tools and in dealing with technical matters as they arise.
- Maintain the CSG's library of more than 28,000 lifetables for cancer survival analysis, and ensure that it remains freely accessible for downloads, with accompanying reports, from our web pages.
- Identify the needs of external data users and provide technical expertise to the Group.
- Maintain membership databases for the CONCORD and VENUSCANCER Working Groups.
- Maintain and improve the database of grants, ethical approvals and data sharing agreements (DSAs) and equivalent contracts, ensuring that deadlines for reporting and renewal are met.
- Ensure that the CSG meets its commitments in DSAs and contracts to notify participating jurisdictions of changes in personnel, conference presentations, publication and reports, as required.
- Liaise with internal and external organisations and collaborators, such as cancer registries or ethical committees, including attending relevant meetings on behalf of the Group.
- Participate in the Group's activities, such as regular Group meetings and *ad hoc* meetings with collaborators.
- Participate in activities that support the Department, the Faculty or the School (seminars, workshops, etc.), as necessary.

### 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
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>A degree (or equivalent) in Computer Science or a related subject</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in database development and maintenance in a professional context</li> <li>Experience of programming in packages such as SQL, Oracle or similar</li> <li>Experience in producing maps in QGIS with GADM or equivalent software packages</li> <li>Experience in developing web-pages in WordPress or similar software</li> <li>Experience of producing written manuals, standard operating procedures or protocols, in relation to various aspects of data management and back-up</li> </ul>	E  E  E  E  E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge and experience of web programming and development</li> <li>Background or interest in scientific/health research, especially in cancer</li> <li>Experience of statistical packages such as STATA, SAS or R</li> <li>Experience of managing large-scale and complex databases</li> <li>Experience of training others in the use of database and web systems</li> </ul>	E  D  D  D  D
<b>General</b>	<ul style="list-style-type: none"> <li>The ability to work harmoniously with colleagues, collaborators and students of all cultures and backgrounds.</li> <li>The ability to communicate technical ideas with clarity to technical and non-technical audiences</li> <li>Proven ability to work independently and as a collaborative team member</li> <li>Ability to work effectively under pressure and to meet tight project deadlines</li> </ul>	E  E  E  E

	<ul style="list-style-type: none"> <li>• Self-motivation with a positive attitude to the introduction of new technologies</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: August 2025

## Salary and Conditions of Appointment

The post is fixed term until 31 August 2027 and full-time, 1.0 FTE. The post is funded by Cancer Research UK and is available as soon as possible with the possibility of an extension subject to funding. The salary will be on the LSHTM salary scale, Grade 5 in the range £39,984 - £45,728 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.