

## JOB TITLE



<b>Job Title:</b>	<b>Trials Assistant</b>
<b>Department:</b>	Department of Medical Statistics
<b>Faculty:</b>	Epidemiology and Population Health
<b>Location:</b>	Keppel Street, London
<b>FTE:</b>	1
<b>Grade:</b>	PSP3
<b>Reports to:</b>	Steven Robertson
<b>Accountable to:</b>	N/A
<b>Responsible for:</b>	N/A
<b>Job Summary:</b>	The Trials Assistant is part of the administration team and supports other Trials Assistants, the Trial Manager and Senior Manager of the Clinical Trials Unit in the day to day running of the safetxt trial. He/she will be expected to be the main contact point for participants who are involved in the safetxt trial. Good communication skills and a flexible approach are essential for this post as there will be some out of hours telephone cover.

## 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 £140 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 55,000 participants globally.

The School performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health. We ranked 21st for medicine in the 2018 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates).

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

## **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 Liam Smeeth.

## **THE DEPARTMENT**

The post holder will be a member of the Department of Medical Statistics which specialises in methodological and applied research in medical statistics, especially in relation to clinical trials, observational epidemiology and disease prevention. The Department has established a reputation for being one of the leading innovative centres in Europe for biostatistical methodology relevant to the planning and reporting of medical research. The Department Head is Professor Elizabeth Allen.

## **THE CLINICAL TRIALS UNIT**

The LSHTM Clinical Trials Unit is a world renowned centre of excellence in the design, conduct, analysis and reporting of clinical trials and a fully registered unit with the UK Clinical Research Collaboration (UKCRC).

The CTU is based across both the Department of Nutrition and Public Health Intervention Research (DNPIR) and the Department of Medical Statistics (MSD).

It also has a strong focus on clinical trial methodology, including methods for data monitoring, trial reporting, adaptive designs, non-inferiority trials, surrogate endpoints, multiplicity of data (e.g. subgroup analyses, composite endpoints, repeated measures) and methods for systematic reviews, as well, conducts qualitative research into the views of trial participants. We bring to these processes extensive knowledge and practical experience of trial co-ordination, gained from holding a respected position within the clinical scientific community. To date this has led to successful collaborations in many clinical fields, including cardiology, emergency care, adult and neonatal

respiratory failure, liver disease and reproductive health.

The CTU works closely with clinical collaborators at every stage of a trial's design and implementation. This includes the development of the clinical question and trial protocol, preparation of applications for funding and research ethics committee approval, all aspects of data collection and statistical analysis, and submission of results for publication.

The CTU team housed within MSD is strongly established in the field of cardiovascular and renal disease, and in UK-based surgical trials. The CTU has established collaborations with investigators at King's College London, University College London and Barts Health. It has extensive experience in designing and delivering trials looking at the role of pre conditioning in various conditions including renal transplantation (REPAIR), patients undergoing cardiac surgery (ERICCA) and patients suffering heart attacks (ERIC-PPCI).

There is also a strong research focus on increasing participation in clinical trials, and an extensive programme of randomised trials of public health interventions for example the TXT2STOP smoking cessation trial and the safetxt trial in safer sex behaviour in young adults.

The CTU team housed in DNPHIR is a specialist in the conduct of large international multi-centre trials. 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 post-partum haemorrhage).

Overall, LSHTM currently manages 90+ trials around the world, in a range of interventions such as investigational medicinal products (IMPs), nutritional and macronutrient studies, public health and behavioural interventions, surgery and medical devices.

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:

<b>Principal Duties and Responsibilities</b>
<p><b><i>Communications</i></b></p> <ul style="list-style-type: none"> <li>• Communicate effectively with health care professionals, administrative staff and any other organisations involved with the trial.</li> <li>• Accurately record and distribute minutes from meetings</li> <li>• Provide telephone cover for the trials team</li> </ul>
<p><b><i>Teamwork and Motivation</i></b></p> <ul style="list-style-type: none"> <li>• To provide cover and support of other ongoing or new trials.</li> <li>• To share responsibilities effectively with the other trials staff</li> <li>• Undertake general clerical duties as required by the Clinical Trials Unit</li> </ul>
<p><b><i>Liaison and Networking</i></b></p> <ul style="list-style-type: none"> <li>• Build and maintain positive relationships with staff at research sites</li> <li>• Assist with preparation for internal and collaborators' meetings</li> </ul>
<p><b><i>Service Delivery</i></b></p> <ul style="list-style-type: none"> <li>• Preparing trial documentation</li> <li>• Maintain filing systems for paper and electronic documents</li> <li>• Maintain up to date records on study databases</li> <li>• Timely processing of expense claim forms</li> </ul>
<p><b><i>Decision Making</i></b></p> <ul style="list-style-type: none"> <li>• Prioritise responsibilities effectively to ensure deadlines are met</li> </ul>
<p><b><i>Planning and Organising</i></b></p> <ul style="list-style-type: none"> <li>• Organise travel for senior staff members</li> <li>• Ordering supplies for the trials team and research sites</li> </ul>
<p><b><i>Initiative and Problem Solving</i></b></p> <ul style="list-style-type: none"> <li>• Ability to recognise when a problem needs to be discussed with the trial manager</li> </ul>
<p><b><i>Analysis and Research</i></b></p> <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<p><b><i>Additional Information</i></b></p> <ul style="list-style-type: none"> <li>• Undertake other comparable duties as requested by Steven Robertson, other members of the trial team or the Departmental Operating Officer.</li> </ul>

## 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.

<b>Job Title: Trials Assistant</b>
<b>Department: MSD/EPH</b>

Competency	Evidence	E/D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience using Microsoft office applications especially Excel and Word</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent communication skills, including confidence in dealing with telephone and email enquiries</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of using databases</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of taking minutes</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of organising conferences and meetings</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of financial administration</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience working in medical research or the NHS</li> </ul>	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to recognise when a problem needs to be discussed with the trial manager</li> </ul>	E
	<ul style="list-style-type: none"> <li>Understanding of confidential nature of work</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of clerical work e.g. filing, photocopying, faxing, etc</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of email systems and the internet</li> </ul>	E
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work well within a team</li> </ul>	E
	<ul style="list-style-type: none"> <li>Methodical and meticulous approach</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to be flexible with working hours</li> </ul>	D
	<ul style="list-style-type: none"> <li>Interest in medical research</li> </ul>	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

## **SALARY AND CONDITIONS OF APPOINTMENT**

This is a permanent post. The salary will be on the Professional Support scale, Grade 3, in the range £25,261 - £27,178 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 on-line 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](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" 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](http://www.ukba.homeoffice.gov.uk/employers/points).

Date compiled: March 2017