

## RESEARCH ASSISTANT OR RESEARCH FELLOW



<b>Job Title:</b>	<b>Research Assistant/Research Fellow in Epidemiology or Medical Statistics</b>
<b>Department:</b>	Infectious Disease Epidemiology
<b>Faculty:</b>	Epidemiology & Population Health
<b>Location:</b>	Keppel Street, London, UK
<b>FTE:</b>	100% FTE
<b>Grade:</b>	Research Assistant Grade 5 or Research Fellow Grade 6
<b>Accountable to:</b>	Dr Melissa Neuman
<b>Job Summary:</b>	<p>This is an exciting opportunity for a medical statistician/epidemiologist to join the STAR (HIV <u>S</u>elf-<u>T</u>esting in <u>AfR</u>ica) Initiative, a dynamic multi-country, multi-disciplinary research initiative assessing the impact and cost-effectiveness of HIV self-testing in Southern Africa. Collaborators on STAR Initiative research include University College London, the Liverpool School of Tropical Medicine, and local collaborators in Malawi (Malawi Wellcome Trust [MLW] Clinical Research Program), Zimbabwe (Centre for Sexual Health and HIV Research [CeSHHAR]), Zambia (Zambart), and South Africa (African Health Research Institute [AHRI]).</p> <p>The post holder will support impact evaluations and other quantitative research studies funded through the STAR Initiative. The Research Assistant/Fellow will be based in London, travelling as required. Working in collaboration with the LSHTM and in-country teams, the post holder will support local quantitative data managers in monitoring data quality and preparing datasets for analysis, support the sharing of data and programming files across project partners, help manage research protocol submissions to the LSHTM ethics board, and support analyses of STAR Initiative data for publication in peer-reviewed journals.</p>

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

## **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 John Edmunds.

## **THE MRC TROPICAL EPIDEMIOLOGY GROUP**

The MRC Tropical Epidemiology Group (TEG; Head: Professor Helen Weiss), established in 1972, is a group of approximately 35 statisticians and epidemiologists based in the Department of Infectious Disease Epidemiology at LSHTM and at research centres in Africa. The group has an extensive research portfolio of epidemiological research in resource-poor settings covering a range of diseases of major public health importance (including HIV, TB, malaria, neglected tropical diseases and global mental health). We have an extensive network of collaborators, including the MRC Units in Uganda and The Gambia, the Aurum Institute for Health Research (Johannesburg, South Africa), the Mwanza Intervention Trials Unit (Mwanza, Tanzania), and the Wellcome Trust Bloomsbury Centre for Global Health (London UK).

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).

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## **JOB DESCRIPTION**

This is an exciting opportunity for a medical statistician or epidemiologist to join a dynamic multi-country, multi-disciplinary research team investigating the use of HIV oral fluid self-testing (HIVST) kits in Southern Africa. The aim of the project is to assess the effectiveness and cost-effectiveness of adding HIVST to existing HIV testing services, to identify strategies to facilitate linkage of persons who have self-tested for HIV into treatment or prevention services, and to understand the broader social impact of HIVST.

The project (STAR: Self-Testing Africa) is funded by UNITAID, and consists of a series of epidemiological studies to answer key questions required by policy- and decision-makers regarding distribution models of HIVST among different target populations in each of the three countries.

The post holder will support impact evaluations and other quantitative research studies funded through the STAR Initiative. The Research Assistant/Fellow will be based in London, travelling as required. Working in collaboration with the LSHTM and in-country teams, the post holder will support local quantitative data managers in monitoring data quality and preparing datasets for analysis, support the sharing of data and programming files across project partners, help manage research protocol submissions to the LSHTM ethics board, and support analyses of STAR Initiative data for publication in peer-reviewed journals.

## **Main Activities and Responsibilities**

### **KNOWLEDGE GENERATION**

#### **Research Assistant**

1. To assist with delivering high quality research on the delivery of HIV self-testing in Southern Africa, in collaboration with international and country-level research partners;
2. To support the administration of research funded through the STAR Initiative, helping ensure compliance with good practice in relation to the conduct of research, the ethics policy, and other relevant School policies;
3. To support trial and data managers working in-country in: managing data, monitoring data quality, preparing data summaries for review by the STAR Initiative's external Technical Advisory Group, and preparing quantitative data files for statistical analysis;
4. To help with preparing STAR Initiative research protocols, submitting protocols for ethical review and amending protocols as needed;
5. To organize meetings of the STAR Initiative's Quantitative and Epidemiologic Research

#### **Research Fellow**

1. To assist with delivering high quality research on the delivery of HIV self-testing in Southern Africa, in collaboration with international and country-level research partners;
2. To support the administration of research funded through the STAR Initiative, helping ensure compliance with good practice in relation to the conduct of research, the ethics policy, and other relevant School policies;
3. To support trial and data managers working in-country in: managing data, monitoring data quality, preparing data summaries for review by the STAR Initiative's external Technical Advisory Group, and preparing quantitative data files for statistical analysis;
4. To help with preparing STAR Initiative research protocols, submitting protocols for ethical review and amending protocols as needed;
5. To organize meetings of the STAR Initiative's Quantitative and Epidemiologic Research

Network, a network of quantitative researchers and data managers across STAR project partners;

6. To contribute to analyses and publications using STAR Initiative data and present research results to international partners

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6. To contribute to analyses and publications using STAR Initiative data and present research results to international partners
7. To undertake high quality research & scholarship on HIV testing and self-testing, including contributing to drafting major grant proposals and/or leading on drafting small grant proposals;
8. To contribute to peer-reviewed publications using STAR data, including as lead author;
9. To supervise research degree students, as appropriate to qualifications and experience;
10. To manage small grants or elements of larger grants, ensuring compliance with good practice in relation to the conduct of research, the ethics policy and other relevant School policies

## EDUCATION

### Research Assistant

1. To participate in some aspects of the School's Education Programme or educational outreach activities;

### Research Fellow

1. To participate in some aspects of the School's Education Programme or educational outreach activities;
2. To contribute to the delivery of high quality, research-informed teaching and assessment in relation to your specific subject and within the broader area covered by your department and disciplinary field;
3. To contribute to the improvement of the quality of the School's education, by participating in the development of new and updated learning and teaching materials or approaches.

## INTERNAL CONTRIBUTION

### Research Assistant

1. To contribute to the life of the Department and TEG by participating in other academic and administrative duties, such as by

### Research Fellow

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attending seminars and departmental meetings.

2. To participate in the School's PDR process;

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## EXTERNAL CONTRIBUTION

### Research Assistant

1. To demonstrate good external citizenship by supporting the external academic and practice communities;

### Research Fellow

1. To demonstrate good external citizenship by supporting the external academic and practice communities;

## PROFESSIONAL DEVELOPMENT & TRAINING

### Research Assistant

1. To keep up-to-date with the latest research/thinking in your academic field and with changes to pedagogic practice within the School and more generally;
2. To undertake and successfully complete Good Clinical Practice training and other training as appropriate;

### Research Fellow

1. To keep up-to-date with the latest research/thinking in your academic field and with changes to pedagogic practice within the School and more generally;
2. To undertake and successfully complete Good Clinical Practice training and other training as appropriate;

## 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.*

## 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:

<b>Research Assistant</b>	<b>Research Fellow</b>
<ol style="list-style-type: none"><li>1. MSc in Epidemiology, Medical Statistics or closely related field</li><li>2. Practical experience in the analysis of epidemiological studies and randomised trials</li><li>3. Expertise in data management for epidemiological studies</li><li>4. Comprehensive knowledge of a statistical software package such as Stata</li><li>5. Excellent written and oral communication skills in English</li><li>6. Willingness to undertake visits to sub-Saharan African countries where the research is being conducted</li></ol>	<ol style="list-style-type: none"><li>1. MSc in Epidemiology, Medical Statistics or closely related field</li><li>2. Substantial practical experience in the design and analysis of epidemiological studies and randomised trials</li><li>3. Expertise in data management for epidemiological studies</li><li>4. Comprehensive knowledge of a statistical software package such as Stata</li><li>5. Experience writing high-quality academic papers and/or grants</li><li>6. Ability to work with limited supervision</li><li>7. Ability to contribute to the delivery of high quality, research-informed teaching and assessment in relation to your specific subject</li><li>8. Excellent written and oral communication skills in English</li><li>9. Willingness to undertake visits to sub-Saharan African countries where the research is being conducted</li></ol>

### DESIRABLE CRITERIA

<b>Research Assistant</b>	<b>Research Fellow</b>
<ol style="list-style-type: none"><li>1. Experience using Open Data Kit to develop data collection tools, aggregate data on and extract from servers</li><li>2. Experience working in sub-Saharan Africa</li></ol>	<ol style="list-style-type: none"><li>1. Experience using Open Data Kit to develop data collection tools, aggregate data on and extract from servers</li><li>2. Experience working in sub-Saharan Africa</li><li>3. PhD in epidemiology and/or medical statistics</li><li>4. Significant experience in managing research teams and preparing research publications and proposals</li></ol>

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**

The post is funded for twelve months. The Research Assistant salary will be on the Academic scale, Grade 5 scale in the range £33,567-£38,533 per annum (inclusive of London Weighting). The Research Fellow salary will be on the Academic scale, Grade 6 scale in the range £38,533-£43,759 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.

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). Please quote reference EPH-IDE-2018-02.

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: Dec 2017

### **Academic Expectations: Research Assistant**

Examples of expected types of activities are listed; the selection of activities will vary from year to year and not all activities in each category would necessarily be done in any one year. The statement in each shaded heading summarises the general expectations for contributions in each category. Given the nature of employment as a Research Assistant, it is expected that most activity will focus on knowledge generation, but some activity in other areas is desirable and will be required for career progression.

<p><b><i>Knowledge generation: High quality support for, and contribution to, research</i></b></p> <p><i>Research and scholarship</i></p> <ul style="list-style-type: none"><li>• Undertaking research, as directed by line manager</li><li>• Contributions to funding applications including supporting more senior staff in completing applications</li><li>• Contributing to peer-reviewed outputs as expected by the subject area/discipline in terms of types of output</li><li>• Poster/oral presentations at conferences</li><li>• Social media contributions such as twitter, blogs, web-based media or webinars</li></ul> <p><i>Doctoral degree supervision</i></p> <ul style="list-style-type: none"><li>• None expected though involvement in advisory activities/roles or provision of practical skills training is encouraged where relevant</li></ul> <p><i>Research management, leadership and support</i></p> <ul style="list-style-type: none"><li>• Effective management of own time and activities</li><li>• Supporting the administration of projects he/she is employed on, eg taking meeting minutes</li></ul> <p><i>Professional development</i></p> <ul style="list-style-type: none"><li>• Appropriate courses and other development activities, referenced to RDF</li><li>• For lab-based disciplines: to seek to register for and complete a doctoral degree (if not already acquired), if contract and funding source permit.</li></ul>
<p><b><i>Education: Participation in educational activities<sup>1</sup></i></b></p> <p><i>Teaching and assessment</i></p> <ul style="list-style-type: none"><li>• Limited participation in some aspects of the School's Education Programme or education outreach activities e.g. contributions to taught courses, research methods training, mentoring school pupils on outreach programmes</li></ul> <p><i>Educational development and innovation</i></p> <ul style="list-style-type: none"><li>• Limited contributions to educational innovations or developments, e.g. helping to update the content or delivery of a course or module</li></ul> <p><i>Educational leadership and management</i></p> <ul style="list-style-type: none"><li>• None expected</li></ul> <p><i>Professional development</i></p> <ul style="list-style-type: none"><li>• Formal study/training and/or other activities that develop educational knowledge and expertise, referenced to UKPSF</li></ul>
<p><b><i>Internal contribution: Support to the academic environment in the Department or beyond</i></b></p> <p><i>Internal citizenship</i></p> <ul style="list-style-type: none"><li>• Supporting Department/Faculty/Centre/School events or special interest groups; organising seminars/lab meetings/journal clubs; group or departmental social organising; support to Athena Swan activities; support to external partnerships</li></ul> <p><i>General leadership and management roles</i></p> <ul style="list-style-type: none"><li>• None expected</li></ul>

<sup>1</sup>it is accepted that some RA roles and/or funding make it difficult to give time to Educational activities, but some degree of engagement is encouraged

**External contribution: Support to the external academic community**

*External citizenship*

- Involvement in journal or book reviews, if opportunities arise
- Sharing examples of good practice (e.g. contributing to discipline-specific interest group or professional bodies)

*Knowledge translation and enterprise: not expected but options include*

- Collection of evidence of research impact for impact case studies (e.g. policy records, correspondence with policy makers, media highlights)
- Engagement with policy/practice/industry/NGO communities and with the general public

## **Academic Expectations: Research Fellow**

Examples of expected types of activities are listed; the selection of activities will vary from year to year and not all activities in each category would necessarily be done in any one year. The statement in each shaded heading summarises the general expectations for contributions in each category.

<p><b>Knowledge generation:</b> <i>Independent contributions and a clear trajectory towards excellence as an academic researcher</i></p> <p><i>Research and scholarship</i></p> <ul style="list-style-type: none"><li>• Undertaking research</li><li>• Working with PIs to draft grant proposals and/or leading writing of small grants, work packages or sections of larger proposals or personal fellowship applications</li><li>• Contributing to peer-reviewed outputs, including as first author, as expected by the subject area/discipline in terms of types of output</li><li>• Poster/oral presentations at relevant conferences, translation of research findings into educational materials</li><li>• Social media contributions such as twitter, blogs, web-based media or webinars</li></ul> <p><i>Doctoral degree supervision</i></p> <ul style="list-style-type: none"><li>• For RFs with Doctorate, some contribution to doctoral degree supervision is encouraged (eg specialist skills training; ad hoc advice; advisory committees). RFs without a Doctorate may also advise in areas of specialist knowledge<sup>2</sup></li></ul> <p><i>Research management, leadership and support</i></p> <ul style="list-style-type: none"><li>• Effective management of own time and activities</li><li>• Management of small research grants or elements of larger grants, including management of data collection and relationships with research collaborators, support to grants management</li></ul> <p><i>Professional development</i></p> <ul style="list-style-type: none"><li>• Courses and other professional development activities, referenced to RDF</li><li>• To register for and complete a doctoral degree (if not already acquired), if contract and funding source permit;</li></ul>
<p><b>Education:</b> <i>Basic competence in teaching and assessment</i></p> <p><i>Teaching and assessment</i></p> <ul style="list-style-type: none"><li>• Research-informed teaching and assessment contributions (e.g. contributions to modules, MSc project supervision)</li></ul> <p><i>Educational development and innovation</i></p> <ul style="list-style-type: none"><li>• Contributing to the development of new educational materials, learning opportunities or assessments approaches</li></ul> <p><i>Education leadership and management</i></p> <ul style="list-style-type: none"><li>• None expected</li></ul> <p><i>Professional development</i></p> <ul style="list-style-type: none"><li>• Participation in professional development activities referenced to UKPSF (e.g. HEA, PGCILT, preparation for doctoral degree supervision, shadowing more experienced colleagues)</li></ul>
<p><b>Internal contribution:</b> <i>Contributions to School functioning and development</i></p> <p><i>Internal citizenship</i></p> <ul style="list-style-type: none"><li>• Contributing to at least one Department, Faculty, School, or Centre event or special interest group in any one year;</li><li>• Supporting external School collaborations/partnerships (beyond own research or education role) where relevant</li></ul> <p><i>School leadership and management roles</i></p>

<sup>2</sup> Such RFs are expected to be registered for a doctorate

- None expected

***External contribution: Contribution beyond the School***

*External citizenship*

- Contributing to learned society/conference events, journal and grant reviews etc

*Knowledge translation and enterprise: not expected but options include:*

- Collecting evidence of research impact for impact case studies (e.g. policy records, correspondence with policy makers, media highlights)
- Engaging with policy/practice/industry/NGO communities and the general public
- Supporting MOOCs/OERs or other (e.g. educational) outreach