**Job Title:** Adviser (Maternity Cover)

**Department/School/Faculty:** Global Health and Development, Department of Infectious Disease Epidemiology/School of Public Health/ Faculty of Medicine

**Campus location:** St Mary's Campus, Paddington

**Job Family/Level:** Professional Services, Level 4

**Salary Range:** £46,762 - £50,697 per annum

**Responsible to:** Associate Director Global Health Development Group (Dr Francoise Cluzeau)

**Key Working Relationships (internal):** Director, Senior advisor, Head of Operations, Technical Analysts and Departmental Management Teams

**Salary Range:** Full-time and fixed term from May 2019 until 31 March 2020. Imperial College is supportive of flexible working. The College is happy to discuss the possibility of implementing such arrangements for this post, with suitably qualified people, subject to operational requirements.

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**Global Health and Development Group (GHD)/The International Decision Support Initiative (iDSI)**

Consistently rated amongst the world’s best universities, Imperial College London is a science-based institution with a reputation for excellence in teaching and research.

The Global Health and Development Group (GHD) is based in the Department of Infectious Disease Epidemiology (DIDE) in Imperial's School of Public Health (SPH). GHD's mission is to contribute to better health around the world through the more effective and equitable use of resources, by providing advice on the use of evidence and social values in making clinical and policy decisions.

iDSI is a global reservoir of health, policy and economics expertise. We support countries to make better decisions about how much public money to spend on health care and how to get the most from every dollar they spend. We believe in a world where everyone has fair access to health, receiving the right treatment and the right medicines at the right time.

The initiative draws on the vast experience and track record of the British National Health Service alongside world-renowned universities, think tanks, health economists and experts. It brings together Core Partners: GHD at Imperial College London; China National Health Development Research Centre (CNHDRC), China; Health Intervention and Technology Assessment Program (HITAP), Thailand; the Center for Global Development (CGD), USA; and Priority Cost Effective Lessons for Systems Strengthening South Africa (PRICELESS SA) at the Wits University. Our network also includes centres of expertise in China and India, and policy and academic delivery partners across the world, making iDSI uniquely placed to forge valuable regional and global partnerships.

iDSI helps countries balance trade-offs and tackle specific health challenges, which in turn strengthen whole healthcare systems. We put countries in the lead, ask the right questions, commission research and convene expertise. Our responsive, context-specific technical assistance guides a country-led process of priority setting, contextualising clinical guidelines, placing decisions within legal frameworks, and building institutions to create the capacity for better healthcare policy decision-making.
Job Description

Purpose of the Post
The Adviser will be a key member of the team, expected to work across the team and support all team members, with specific responsibilities for the iDSI India Programme. The Advisor will be required to:

- Support senior staff in developing the team’s strategies, policies and initiatives relating to our research and evidence synthesis and policy advice work with national governments in particular India, insurance agencies and donors around the world
- Oversee India-based external contractors working on iDSI work
- Lead on the analysis and interpretation of complex data relating to international health system performance and on communicating the results effectively to an international audience including foreign policy makers and global donors
- Publicise, through presentations, peer reviewed and electronic publications the work of Imperial College London to the UK and global health policy community

The main duties of the post will include:

Analysis, Reporting & Documentation
- Collating, analysing and synthesising qualitative and quantitative evidence from a variety of international health care systems and evaluation programmes.
- Critically appraising relevant clinical research studies, epidemiological data, activity data and other information
- Synthesising information to provide a balanced view of the evidence base
- Evaluating the validity and relevance of data which may be highly complex and/or conflicting from a variety of sources
- Developing and maintaining records of work to ensure an audit trail, including bibliographic databases and records of literature searches
- Frequent use of standard office management software and manipulation of statistical programmes in specialised software packages where appropriate
- Preparing and producing high level reports and giving presentations, especially on India to other team members, clients and other stakeholder groups
- Designing templates to assist in data collection and analysis

Customer Service
- Contributing to business development within the iDSI team, including the identification of appropriate research policy advice opportunities
- Assessing the completeness of the evidence base, identifying gaps and highlighting important issues for discussion by relevant team members, expert partners and foreign clients
- Giving presentations on highly complex and sometimes conflicting or contentious information to large multidisciplinary groups
- Providing technical advice and training within specialist area to clients and other members of the team
- Carrying out critiques of work carried out by other staff both within Imperial College and that carried out by external parties in India
- Contributing to the writing, editing and publishing of reports and articles for peer-reviewed journals
- Contributing to initiatives to publicise the work of the iDSI team, including updating the team brochure, annual review and associated documents

Planning & Organising
- Organising and planning personal workload which covers multiple projects at different stages of development in India
- Lead on scoping and needs assessment activities, working with clients and local experts, as required
Job Description

identify current practice and capacity
• Influencing changes to timescales and to process and methodology used by team members
• Liaising with other staff to prioritise workloads and maintain cross team management systems
• Manage the planning and organisation of projects including allocating project tasks to team members (internal and external) as appropriate, resolving project queries and ensuring that work is delivered to the required quality, on time and within budget.
• Evaluating risk and its impact on team projects
• Working with colleagues across Imperial College to ensure that information presented to foreign clients and delegations regarding the work of the College is consistent

Finance/Resource Management
• The post holder may monitor or contribute to the formulation of budgets or financial initiatives relating to individual engagements with focus on India.

Liaison
• Establishing and maintaining effective working relationships and engagement with a very diverse range of parties involved in research and evidence synthesis and policy advice projects including iDSI team members, other College staff, national and international consultants and academic institutions, clients and global funders
• Leading on the preparation and presentation of structured summaries of evidence and specialist advice, including selecting the pivotal evidence to be presented to clients and expert partners
• Responding to queries from external sources (national and international) on specialist area of work
• Maintaining effective working relationships with the iDSI Board, Delivery Executive Group and External Reference Group
• Presenting the work of the iDSI team and the IGHI to international delegations visiting Imperial College
• Presenting the work of the team and the College at international conferences or meetings
• Supporting the Director, Associate Director, Senior Advisers and team members in developing and maintaining effective working relationships with relevant international partners and stakeholders.

Management
• Oversee India-based external contractors working on iDSI work
• Contributing to technical and organisational developments and proposing changes to policy and methodology as it relates to the work of the iDSI team, with specific emphasis on India
• Provide training and induction to team members and other College staff
• On occasions, supervise MSc students

Continuous Improvement
• Keeping up to date with changes in legislation, standards and best practice to ensure that new developments are fed into the work of the iDSI team
• Undertake continuing personal and professional development to meet the changing demands of the post
• Participate in appropriate training and development activities and encouraging and supporting the development and training of other staff within the team

Other Duties
• Provide cover and deputise for the Associate Director on India –related matters in their absence
• Perform any other duties within the range of skills and abilities of the post holder, as required
• Travel to India several times a year, or to other international locations as required
• Observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Business Continuity, Data Protection, Equal Opportunities, Ethics related, External Interests, Financial Regulations, Health and Safety, Imperial Expectations (for new leaders, managers and supervisors), Information Technology, and Smoking.
• Undertake specific safety responsibilities relevant to individual roles, as set out on the College Health
Job Description

and Safety Structure and Responsibilities web page:
www.imperial.ac.uk/safety/policies/organisationandarrangements.
- Undertake Business Continuity responsibilities relevant to individual roles

## Person Specification

### Requirements
Candidates/post holders will be expected to demonstrate the following:

<table>
<thead>
<tr>
<th>Qualification &amp; Knowledge</th>
<th>Essential (E)/ Desirable (D)</th>
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<tbody>
<tr>
<td>PhD in a subject or subjects related to evidence-based medicine (e.g. systematic</td>
<td>E</td>
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<tr>
<td>reviewing, epidemiology, critical appraisal, public health, health policy</td>
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<td>Highly developed specialist knowledge of designing and analysing impact evaluations and</td>
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<td>assessment methodology projects. Understanding of the principles of evidence-based</td>
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<td>healthcare, critical appraisal and the interpretation and synthesis of health care research evidence</td>
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<td>Understanding of health technology assessment, guideline development and quality</td>
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<tr>
<td>standard development and implementation, and/or public health research and assessment</td>
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<tr>
<td>methodology</td>
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<td>Working knowledge of all the following areas and specialist expertise in at least one of</td>
<td>E</td>
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<tr>
<td>the following:</td>
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<tr>
<td>• Public health and health policy</td>
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<tr>
<td>• Epidemiology</td>
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<td>• Systematic reviewing</td>
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<td>• Health economics</td>
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<td>• Clinical guidelines development/implementation</td>
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<td>An understanding and knowledge of the position and role of iDSI, internationally with</td>
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<td>specific reference to India</td>
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<td>Basic knowledge of routinely collected health and health care data</td>
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<td>Ability to use reference management software</td>
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<tr>
<td>Ability to design/develop databases</td>
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<tr>
<td>An understanding of the social, political, economic and technical context within which the</td>
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<td>NHS operates</td>
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<tr>
<td>An understanding and commitment to equality and diversity</td>
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### Skills
- Effective and persuasive communicator demonstrating oral, written and presentation skills with a high degree of personal credibility and sensitivity | E |
- Ability to establish effective working relationships with a range of professionals both within and outside iDSI | E |
- Ability to present highly complex, sensitive or contentious information, where persuasive | E |
and empathic skills may be necessary to deal with sceptical and sometimes hostile audiences

| Ability to think and plan strategically and to exercise sound judgement in the face of conflicting pressures | E |
| Ability to gather data, analyse, critique and synthesise complex information and prepare reports and briefing documents | E |
| Ability to work independently to tight deadlines | E |
| Ability to use standard Microsoft packages (including Word, Excel, PowerPoint, Access, Outlook) and ability to use the Internet to search for and resource information | E |

**Experience**

Experience of working in one of the following fields:
- Epidemiology or HTA, health policy
- Guideline development, Implementation, impact evaluation guidance, Public health and health policy

Experience in critically appraising health literature, including non-randomised and uncontrolled studies

Experience or familiarity with research design, methodology, conduct and reporting

Experience in working with a wide range of individuals, organisations and networks at policy level and in a healthcare setting

Experience of working on projects related to international development and research and evidence synthesis and research and evidence synthesis and policy advice work, especially in India

Experience and familiarity with grey literature and databases such as Medline, Embase and Cochrane

Experience of preparing summaries of research findings

Experience of working within an academic, clinical or health services research environment and of supporting a multidisciplinary team

Experience of working with donors and of the development aid environment

**Other Requirements**

Ability to travel abroad, and especially in India on a regular basis.

Flexible attitude and ability to work as part of a team.

Thorough attention to detail

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.
Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the 7 Imperial Expectations detailed below:

1) Champion a positive approach to change and opportunity
2) Communicate regularly and effectively within and across teams
3) Consider the thoughts and expectations of others
4) Deliver positive outcomes
5) Encourage inclusive participation and eliminate discrimination
6) Support and develop staff to optimise talent
7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the College Website Health and Safety Structure and Responsibilities page.

The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff involved with this work show due consideration at every level.
http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.