Imperial College London

JOB DESCRIPTION

Job Title:	Research Assistant (Global Health and Development Group)
Department:	Global Health and Development Group, Department of Infectious Disease Epidemiology, School of Public Health, Faculty of Medicine
Campus location:	St Mary's Campus, Paddington/Remote working
Job Family/Level:	Research
Responsible to:	Senior Adviser (Global Health and Development Group)
Key Working Relationships (internal):	• Director • Associate Director • Technical Advisers • Project Management Teams • Divisional and Departmental Management Teams
Key Working Relationships (external):	• iDSI clients, partners and consultants • UK & Global funders • Foreign governments and ministries • Collaborators
Contract type:	Full time, fixed term for 2 years in the first instance.

The Project

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

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. GHD is a core partner of the International Decision Support Initiative (iDSI), led by the Center for Global Development.

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. As well as Imperial, iDSI works with other core partners including the China National Health Development Research Centre (CNHDRC), China; Health Intervention and Technology Assessment Program (HITAP), Thailand; Norwegian Institute of Public Health (NIPH), Norway; Clinton Health Access Initiative (CHAI), USA; Kenya Medical Research Institute (Wellcome Trust-KEMRI), Kenya; National University of Singapore (NUS); and the National Health Foundation (NUS), Thailand. 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.

Purpose of the Post

The Research Assistant will primarily be working on a specific grant funded by the National Institute for Health Research (NIHR) focused on estimating the prevalence, health impact and economic cost of substandard and falsified medicines in Indonesia. They will also provide technical support to other projects led by the GHD as needed. The post holder will be required to:

- Analyse complex health and economic data, and communicate the results effectively to an internal audience (and where necessary to external partners), under the direct supervision of line manager or other members of the team
- Contribute to the writing up of research protocols, analytical reports and research papers as well as preparing presentations, concept notes and research proposals
- Meet regularly with local project teams to support data collection or communication activities, accompanying line manager or other members of the team

Key Responsibilities

The main duties of the post will include:

Analysis, Reporting & Documentation
- Research, collate, organise and edit material for inclusion in datasets/reports/documents
- Perform detailed and/or complex manipulation and analysis of data, highlighting and prioritising any issues for further investigation and preparing reports to support decision making
- Circulate information/findings appropriately to ensure awareness of key issues
- Contribute to the writing, editing and publishing of reports, presentations and articles for peer-reviewed journals
- Contribute to initiatives to publicise the work of the GHD, including updating the team brochure, annual review and associated documents

Finance/Resource Management
- Provide input into the resource planning process where required
- Deploy assigned resources towards defined objectives and within defined limits/devolved budget responsibility, to ensure operational and cost efficiency

Liaison
- Liaison, communication and relationship building within the College as well as with outside bodies, to support/represent faculty/School/department/group activities
- Attend meetings as requested by manager

Management
- Organise and prioritise own work activities within established routines or procedures and subject to minimal supervision
- May be recognised as the main point of contact for a particular process, system or procedure

Continuous Improvement
- Maintain and improve operational efficiency and quality of service of own area through improvements in procedure and process
- Keep skills up to date and develop depth or breadth of knowledge in a particular area through learning from more senior/experienced colleagues, appropriate training and exposure to a range of activities and/or professional qualifications

Other Duties
- Performing any other duties within the range of skills and abilities of the post holder, as required and as may be deemed broadly in line with the responsibilities required of posts at this level.
- Contributing to training workshops and events in partner countries as required
- Long and short haul travel, as required

Imperial College London

Person Specification	

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	
• Educated to Master's degree (or equivalent) in one or more of the following: health economics, evidence-based medicine (e.g. systematic reviewing, epidemiology, critical appraisal), public health, health policy	E
Experience & knowledge	
• Experience of working in one of the following fields: Health Economics; Medical Statistics; Clinical Trials; Public Health and Health Policy; Epidemiology or systematic reviewing	E
• Experience with critically appraising health literature, including non-randomised and uncontrolled studies	E
• Experience with assembling, managing and analysing datasets	E
• Proficiency in Excel and at least one statistical package, preferably R and/or STATA	E
• Experience or familiarity with research design, methodology, conduct and reporting	E
• Experience of conducting econometric analyses using statistical packages and/or decision-analytic models in Excel	E
• Knowledge of econometric methods	E
• An understanding of the position, role, and work of GHD, iDSI and its international partners	E
• Experience of writing, editing, and publishing articles for peer-reviewed journals	D
• Experience of working on international projects, in low-middle income countries, involving multi-stakeholders and multi-disciplinary teams	D
• Experience in analysing pharmaceutical markets and conducting research on medicine quality	D
• Work experience in Indonesia or South Asia	D
• Experience with machine learning techniques and applications	D
• Experience with presenting technical information clearly and concisely to a broad audience	D
• Experience of preparing and presenting summaries of research findings at conferences and workshops	D
• Understanding of guideline development, health technology assessment and/or evidence-informed policy principles and approaches	D
• Knowledge of current developments in the NHS, global health and international development	D
Skills and Abilities	
• Ability to gather data, analyse, critique, and synthesise complex information and prepare reports and briefing documents	E
• Ability to work to tight deadlines, with the oversight of a manager	E
• Knowledge or prior experience of relevant statistical and modelling software, such as STATA, or R	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
• Ability to think and plan strategically and to exercise sound judgement in the face of conflicting pressures	D
• Ability to prioritise own workload, without support, and to deliver work to a high standard to meet frequent, non-negotiable deadlines	D
• Ability to establish effective working relationships with a range of professionals both within Imperial and outside	D

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.

July 2020