



UKHSA Advert Template

This form is used as an advert template for all advertising including Expressions of Interest (EOIs). It will be shared with potential applicants (attached to the advert).

For internal EOIs – please ensure you complete the final page of this document in addition to the job description.

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|---------------------------------------------------------------------------------------|-----------------------------------------------|
| Job title | Principal Epidemiologist |
| Directorate | Public Health Programmes |
| Team Name | Immunisation and Vaccine-preventable diseases |
| Number of vacancies | 2 |
| Grade | 7 |
| Location | Colindale |
| Is the advert to go out: Internal EOI, Across gov EOI, Across Civil Service, External | External |
| Working pattern | 3 days in office (Colindale) |
| UK Professional Registration required? If so what professional registration? | |
| Occupational Health Requirement – standard or lab-based role? | Standard |
| Contract type | Permanent |
| Contract end date <i>if fixed term</i> | |
| Cost code | VEA1 |
| Position number | 30362075 / 305552 |
| Will this role require contact with vulnerable adults or children? (yes/no) | no |
| Proposed advert go-live date | 15/04/2024 |
| Proposed advert closing date (please allow at least 10 working days) | 29/04/2024 |
| Proposed interview date/s (if known) | |
| Has your job description been evaluated through JEGs? | yes |
| Contact name | Julia Stowe |
| Email address to send applications – <i>for EOI only</i> | |



Job overview *(this will be used to create the job advert)*

Guidance:

Please provide a very brief overview of the role and the team. This will appear at the start of the advert so needs to catch the eye of applicants, to draw them in and engage them as it will be the first text they read (maximum of 500 words)

We are looking for two principal epidemiologists to take leading roles in maintaining and developing surveillance systems for vaccine preventable diseases and have oversight of the transition of surveillance data within the division to a new SQL and R-based environment. They will oversee the epidemiological evaluation of vaccine preventable diseases using national datasets, including laboratory data, and lead on the annual reporting of vaccine preventable disease epidemiology to WHO and project manage specific research studies of vaccine preventable diseases. In addition, the post holder will contribute to the investigation and control of outbreaks including development of new analyses and the support of other scientists and colleagues working directly in these areas.

Main duties of the job

(this will be used for job evaluation and to create the job advert)

Guidance:

Please set out what activities and duties the post-holder will be expected to carry out day to day, what projects they will be involved in or what they will be responsible for. Please keep bullets to the point, as a high-level summary is all that is required (too many bullets can appear daunting and put potential candidates off).

Your key responsibilities will include:

- To develop processes for streamlining the analysis of surveillance data and production of outputs and lead on the transfer of existing vaccine preventable disease surveillance systems into a SQL and R-based environment.
- To lead on ensuring continued provision of data from different central datasets used alongside laboratory testing data for surveillance of vaccine programmes.
- To lead the development of existing surveillance systems and manage scientific staff responsible for data collection to improve and enhance the quality of data collected and disseminated.
- To lead collaborative surveillance within UKHSA between the Immunisation Department and the appropriate UKHSA specialist and reference laboratories, providing epidemiological expertise to regular meetings with virology staff from the UKHSA Specialist Microbiology and Laboratories Directorate.
- Supervise routine surveillance and related reporting for the Health Protection Report, WHO reports and other internal/external communications



- To provide specialist advice on the epidemiology and interpretation of available statistics on vaccine preventable / respiratory virus diseases in response to requests for information from the NHS, DHSC, WHO and other organisations.
- To participate in the investigation of incidents and outbreaks of vaccine preventable diseases in England as requested by the lead consultant or deputy director of the Division.
- To write and publish results of research and surveillance studies in peer-review journals and present these papers at national and international meetings or conferences

Working for our organisation (this will be used to create the job advert *PLEASE DELETE ON FINAL COPY*)

This is a pre-populated field so can't be edited.

We pride ourselves as being an employer of choice, where Everyone Matters promoting equality of opportunity to actively encourage applications from everyone, including groups currently underrepresented in our workforce.

UKHSA ethos is to be an inclusive organisation for all our staff and stakeholders. To create, nurture and sustain an inclusive culture, where differences drive innovative solutions to meet the needs of our workforce and wider communities. We do this through celebrating and protecting differences by removing barriers and promoting equity and equality of opportunity for all.



Detailed job description and main responsibilities (this will be used for job evaluation and to create the job advert)

Guidance:

Please provide a narrative description of the role. This can include what work the post-holder will be involved in, what projects they could be responsible for in the future, and how the role fits in with the wider organisation/team. This should not be bullet points and should expand on the 'main duties of the job' section. PLEASE DELETE ON FINAL COPY

Vaccines have been identified as a key strategic priority for UKHSA. The Immunisation and Vaccine-preventable Diseases Division (in the Public Health Programmes Directorate of the Clinical and Public Health Group) is responsible for the national surveillance of most vaccine preventable infections and in providing technical support and clinical expertise to the Department of Health and Social Care (DHSC) and to the NHS in planning and delivering the national immunisation programmes. These programmes provide millions of vaccines per year, across the whole life course, and are delivered in a range of NHS settings. The division also provides secretariat to the Joint Committee on Vaccination and Immunisation who recommend any changes to the national immunisation programme and publish "Immunisation Against Infectious Disease" – the single authoritative source of immunisation advice for health professionals.

The division evaluates the national programme by generating high quality data on disease incidence, vaccine coverage, age-specific immunity, vaccine efficacy and safety and analysis of vaccine policy options (with the statistics and modelling divisions). Surveillance of vaccine preventable diseases and vaccine coverage data are vital components of the evaluation of vaccination programmes in the UK. These data inform the understanding of the epidemiology of different infections and the public health impact of vaccination programmes and help develop and improve control strategies.

The Immunisation and Vaccine-preventable Disease Division is looking for an experienced and highly-capable public health / epidemiology scientist with advanced data skills and well-developed skills in epidemiological assessment to join a team working on the surveillance of vaccine preventable diseases. They are expected to achieve the specific duties with a high degree of autonomy and through working with staff from a wide range of disciplines in the NHS, UKHSA, and other organisations. They will provide leadership in the production development and enhancement of surveillance systems and production of surveillance reports. The post holder will represent the Immunisation & Vaccine Prevention Diseases Division, UKHSA as appropriate, in local, national and international initiatives and meetings. S/he will deputise for the Divisional consultant/ Grade 6 scientific staff when appropriate.



Experience

Please provide the experience/knowledge that is essential for the candidate to carry out the role and if you have any criteria that are desirable please also list these.

Essential criteria

- First degree in a science subject or equivalent experience in the subject matter
- Higher degree in epidemiology or an allied subject (MSc or PhD)
- Extensive experience in infectious disease epidemiology and surveillance.
- Ability to analyse, summarise and interpret complex epidemiological and situational awareness data. Extensive experience of collating, understanding and reporting situational analysis outputs.
- Effective communication of epidemiological assessments to colleagues and external agencies, including high level stakeholders.
- High level abilities in statistical and graphics packages/environments, and use of databases and spreadsheets (e.g. R and SQL)
- Presenting scientific papers at national and international meetings and conferences.

Desirable criteria

- PhD in epidemiology or an allied subject
- Experience of supporting the delivering of change and transformation initiatives from end to end, into a live operation

Selection process details (may not be needed for EOIs)

Stage 1: Application & Sift

Success profiles or competency-based assessments (delete as appropriate)

You will be required to complete an application form. You will be assessed on essential criteria, and this will be in the form of

- a CV/ Application form ('Employer/ Activity history' section on the application)
- a 500 words Statement of Suitability.

This should outline how you consider your skills, experience, and knowledge, provide evidence of your suitability for the role, with reference to the essential criteria.

The CV and Statement of Suitability will be marked together, and you must pass both to move forward to interview



Longlisting: In the event of a large number of applications we will longlist.

Shortlisting: In the event of a large number of applications we will shortlist on having extensive relevant experience in infectious disease epidemiology and surveillance

Unfortunately, late applications will not be considered

If you are successful at this stage, you will progress to interview & assessment

Please do not exceed 500 words. We will not consider any words over and above this number.

Feedback will not be provided at this stage.

Stage 2: Interview (competency based)

You will be invited to a face to face interview

Knowledge, experience, skills & abilities will be tested at interview

There will be a Technical Test and a Presentation.

Interviews will be held week commencing 13th May 2024. Please note, these dates are subject to change.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.



For internal EOI only -The following wording will be used. Please amend the information highlighted in yellow