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| **Manager – Clinical Epidemiologist** | | |
| **TEAM/PROGRAMME:** Health and Nutrition | | **LOCATION:** Cox’s Bazar |
| **GRADE:** 3 | | **CONTRACT LENGTH:** Regular |
| **Child Safeguarding:**  Level 2: either the role holder will have access to personal data about children and/or young people as part of their work; or they will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at ‘standard’ level in the UK or as applicable). | | |
| **ROLE PURPOSE:**  The Manager - Clinical Epidemiologist is responsible for leading and coordinating epidemiological activities within the medical team, collaborating closely with healthcare professionals to ensure early identification of risk factors and enhance treatment and prevention practices. This includes developing, organizing, and scheduling epidemiological activity plans, overseeing the implementation of protocols and methods, supervising research projects, and providing expert guidance on epidemiological issues. The role also involves ensuring effective data collection and analysis, supporting multiple projects such as mortality surveys and tracking disease spread, conducting community surveys, and preparing project donor reports. Additionally, the Manager contributes to analytical aspects of new business development, helps plan responses to disease outbreaks, and is tasked with building the capacity of the Health Information Systems (HIS) team to analyse and interpret results, ensuring evidence-based clinical decision-making. | | |
| **SCOPE OF ROLE:**  **Reports to:** Senior Manager- H& N  **Staff reporting to this post:**  **Direct:** Coordinator -Health Information System  **Budget Responsibilities:** N/A  **Role Dimensions**: Save the Children, CXB office, with frequent travel to project areas, including Ukhiya and Teknaf. Need to visit Partner’s office of Cox’s Bazar and SCI area office as and when necessary. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  The key areas of accountability for the Manager - Clinical Epidemiologist include developing, organizing, and coordinating epidemiological activity plans to identify risk factors and enhance treatment and prevention practices, while ensuring the effective implementation of protocols and methods. The role involves supervising research projects, analysing data, and providing expert advice on epidemiological issues. It also encompasses supporting projects such as mortality surveys, disease tracking, and community surveys, preparing donor reports, contributing to new business development, and planning responses to disease outbreaks. Additionally, the Manager is responsible for building the capacity of the Health Information Systems (HIS) team to analyse and interpret data, ensuring evidence-based clinical decision-making.  **PROGRAMME RESPONSIBILITIES:**  **Key Area 1: Program Management**   * Lead the implementation of epidemiological protocols and methodologies, ensuring strict adherence to SCI standards. * Oversee, supervise, and initiate epidemiological research activities, ensuring alignment with research objectives. * Define, schedule, and organize the annual epidemiological activity plan in collaboration with the team, ensuring appropriate budget allocation and focusing on early risk factor detection and improved treatment approaches. * Manage multiple epidemiological projects, coordinating activities to ensure timely execution and effective outcomes while adapting to evolving operational needs and integrating findings into project planning. * Ensure program quality and impact align with SCI's goals and mission.   **Key Area 2: Reporting**   * Regularly report to donors on the progress of data collection and lead epidemiological research while securing relevant stakeholder endorsements. * Prepare and contribute to monthly project reports, summarizing epidemiological activities, challenges, and key findings for team sharing. * Assist the data management team in preparing detailed epidemiological reports, ensuring clarity and accuracy in communicating research results. * Address research-related matters as they arise and provide actionable recommendations to inform operational strategies.   **Key Area 3: Collaboration**   * Work closely with other sectoral partners to integrate epidemiological research and activities into broader health interventions and JRP project goals. * Provide ongoing guidance and support to the sectoral epidemiology working group on issues arising during research activities, ensuring alignment with SCI protocols. * Foster effective communication with key stakeholders, including community leaders, health authorities, and research participants, to ensure the smooth implementation of data collection and research objectives. * Collaborate with internal and external partners, including implementing partners, to enhance data sharing, disseminate research findings, and develop response strategies for disease outbreaks.   **Key Area 4: Stakeholder Management**   * Establish and maintain strong relationships with community groups, local authorities, and stakeholders involved in data collection and research. * Ensure all parties involved in research activities are well-informed about the objectives, scope, and benefits of the epidemiological work being conducted. * Engage stakeholders in designing and implementing appropriate response strategies for disease outbreaks, ensuring their full support and cooperation. * Provide expert epidemiological advice and contribute to stakeholder meetings, clearly communicating SCI objectives and research priorities while aligning them with community and authority needs.   **Key Area 5: Team Management**   * Provide proactive support to the team to achieve high performance and deliver effectively against work plans, including conducting regular performance management reviews. * Ensure consistent coordination with partners and other sectors within Save the Children to foster collaboration and alignment. * Ensure partner staff receive appropriate training on organizational approaches, standards, and best practices. * Support relevant staff in complying with all Save the Children policies, including child safeguarding, health and safety, equal opportunity, and other relevant guidelines. * Promote opportunities for staff to develop their skills, plan for career growth, and enhance their professional development.   **Key Area 6: Knowledge Management**   * Coordinate project-specific assessments, studies, and reviews to ensure alignment with objectives and high-quality outcomes. * Facilitate review teams in developing methodologies, plans, and quality reports. * Coordinate the development of training materials, manuals, and modules to support capacity-building efforts. * Oversee the coordination and facilitation of publications to ensure timely and impactful dissemination. * Identify and document best practices and lessons learned to support continuous improvement and knowledge sharing. | | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values. * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same. * Widely shares their personal vision for Save the Children, engages and motivates others. * Future orientated, thinks strategically.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters. * Values diversity sees it as a source of competitive strength. * Approachable, good listener, easy to talk to   **Creativity:**   * Develops and encourages new and innovative solutions. * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency | | |
| **QUALIFICATIONS**  A Bachelor’s or Master’s degree in Epidemiology, or a Master’s in Public Health with extensive training in epidemiology, is required. | | |
| **EXPERIENCE AND SKILLS:**  **ESSENTIAL**  Working Experience:   * A minimum of 7 years of experience in clinical epidemiology or public health research, preferably within humanitarian or healthcare settings. * Proven track record in managing epidemiological research projects, including designing protocols, overseeing data collection, and reporting findings. * Skilled in designing and implementing surveillance and data collection systems for disease and outbreak monitoring, including mortality and nutritional surveys, with the ability to train others in appropriate data collection and analysis. * Practical expertise in using software for epidemiological databases and statistical analysis, including Microsoft Excel and at least one statistical program. * Proven practical skills in the design, implementation, and evaluation of both quantitative and qualitative epidemiological research methods.   Technical Knowledge and Skills:   * Excellent interpersonal, communication, presentation, and negotiation skills. * Demonstrated success in managing partnerships effectively. * Strong analytical skills with the ability to take initiative both independently and as part of a team. * Ability to produce high-quality narrative project reports. * Competency in leading and inspiring others, delivering results, developing self and others, problem-solving, decision-making, and innovating and adapting.   **DESIRABLE**   * Medical or biomedical background. * Familiarity with tropical and infectious diseases. * Professional experience in supervising, managing, or training staff. * Proficiency in other languages, particularly English and/or Bangla. * Previous international experience with INGOs, UN agencies, humanitarian organizations, or charities. * Excellent command of English, both written and spoken. * A minimum of eight published clinical research papers.   Attitude:   * Ability to work effectively in a team. * Commitment to protecting children in all related activities. * Adherence to non-discriminatory and gender-sensitive practices. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | **Date:** | |
| **JD agreed by:** | **Date:** | |
| **Updated By:** | **Date:** | |
| **Evaluated:** | **Date:** | |