

## Personal Statement

I am a Research Manager with 10 years of experience in administrative management and research project management including the running of clinical trials. I particularly enjoy my current role in health services research and the potential impact it has on improving the health of society across the country. I have an in depth knowledge of the processes, legislation, regulations, guidelines and conduct of academic research in the UK within an NHS and University setting.

## Key Skills

- Health research project management
- Financial management of research funding.
- Excellent administrative, organisational and time management skills
- Writing and costing grant proposals
- High level of computer competency
- Recruitment and line management of staff (up to 5 staff at one time)
- Communication experience across multi-disciplinary teams
- Quantitative and qualitative data analysis skills
- Ability to understand, write and communicate scientific information in an accessible manner
- Laboratory management and wet lab practical laboratory skills
- Forward thinking to identify potential barriers in order to reduce impact and delays
- Confidence working independently and using my initiative
- Positive and supportive attitude when working in a team
- Full UK Driver's Licence

## Employment History

### Research Manager, University of Kent Nov 2016 – Present

I split my time between 2 projects. Firstly, I facilitate research undertaken within the 16 GP practices that make up the Encompass Multispecialty Community Provider group providing primary care services across the Canterbury and Coastal Clinical Commissioning Group. Our aim is to generate and facilitate research activity within all the Encompass member practices and to make research part of the normal everyday primary care activity. Secondly, I am the project manager for the national NIHR Health Services and Delivery Research funded project: Optimum Hospice at Home Services for End of Life Care. This project aims to identify what features of Hospice at Home services that work, for whom, and under what circumstances and will produce guidelines for service provision best suited for local needs.

### Research Manager, Imperial College Apr 2014 – Dec 2016

#### London

As Research Manager I supported the running of the National Institute for Health Research (NIHR) Health Protection Research Unit (HPRU) in Respiratory Infections through managing the Unit's strategy, governance and implementing research across the research themes. The NIHR HPRU in Respiratory Infections is a multi-disciplinary research partnership between Imperial College London and Public Health England. The research spans 9 research themes across three main areas of specialism: Influenza, Tuberculosis and Acute Respiratory Infections.

### Study Co-ordinator, Imperial College Aug 2011 – Apr 2014

#### London

As Study Co-ordinator, I was responsible for co-ordinating the NIHR portfolio multi-centre IDEA research study (IGRAs in evaluation of active TB, HTA project 08/106/02). The IDEA study was a prospective cohort of patients with suspected active TB (200 of which are HIV positive) recruited across 12 NHS trust sites. The study compared 2 commercially available IGRAs (Interferon-Gamma Release Assay) to assess their utility in the diagnostic pathway for active TB.

## **Clinical Trial Co-ordinator, Queen Mary University Feb 2010 – Aug 2011**

After obtaining my PhD, I was offered a promotion at the North East London Cancer Research Network (NELCRN) hosted by Barts Health NHS Trust. The post involved co-ordination and finance management for all the clinical trials, with line management responsibility for 5 Clinical Research Assistants. As part of this I implemented a new set of quality control procedures for monitoring clinical trial conduct.

## **Clinical Research Assistant, Queen Mary University Dec 2008 – Feb 2010**

Supporting the set-up and approval of multi-centre clinical trials at hospitals within the North East London Cancer Research Network (NELCRN). I assisted with the portfolio of Breast and Gynaecological cancer trials, providing data management and administrative support.

## **Education**

**2010**

**PhD in Medical Clinical Science – HIV vaccine research**

**Imperial College London  
Awarded**

**2005**

**BSc (Hons) in Biological Sciences**

**University of East Anglia  
First Class**

**2001**

**4 A-levels (Biology, Chemistry, Maths and General Studies)**

**Dover Grammar School for Girls  
Grade A**

## **Training and Membership of Professional Bodies**

- Embedding Research Strategy and culture in a health care setting, R&D Forum, Oct 2018
- Information Governance for Clinical Research, SBK Healthcare, Feb 2018
- GCP for Primary Care, NIHR CRN, January 2017
- Disability and Equality Training, Imperial College London 2014
- Introduction to Design and Analysis of Clinical Trials, Imperial College London, 2012
- Recruitment and Selection training, Imperial College London 2012
- Personal Review and Development Plan training, Imperial College London 2011
- The London Advanced TB course, Imperial College London, 2011
- Introductory Medical Statistics Course, Imperial College London, 2011
- Human Tissue Act and Data Protection, Imperial College London 2011
- Finance training (purchasing encumbrances, grant administration, online journals) 2011
- Leadership and Management for Support Staff, Queen Mary University (NOCN), 2011
- Monitoring for non-commercial trials, ACRP, 2010
- IATA shipping regulations, IATA, 2010

## **Publications**

### **Papers:**

**Pharmacists detecting atrial fibrillation (PDAF) in primary care during the influenza vaccination season: a multisite, cross-sectional screening protocol.** Veale EL, Stewart AJ, Mathie A, Lall SK, **Rees-Roberts M**, Savickas V, Bhamra SK, Corlett SA. *BMJ Open*. 2018 Mar 14;8(3):e021121. doi: 10.1136/bmjopen-2017-021121. PubMed PMID: 29540425; PubMed Central PMCID: PMC5857694.

**Diabetes mellitus and latent tuberculosis infection: baseline analysis of a large UK cohort.** Jackson C, Southern J, Lalvani A, Drobniewski F, Griffiths CJ, Lipman M, Bothamley GH, Deeks JJ, Imran A, Kon OM, Mpofo S, Nikolayevskyy V, **Rees-Roberts M**, Sitch A, Sridhar S, Tsou CY, Whitworth H, Abubakar I. *Thorax*. 2018 May 15. pii: thoraxjnl-2017-211124. doi: 10.1136/thoraxjnl-2017-211124.

**Prognostic value of interferon- $\gamma$  release assays and tuberculin skin test in predicting the development of active tuberculosis (UK PREDICT TB): a prospective cohort study.** Abubakar I, Drobniewski F, Southern J, Sitch AJ, Jackson C, Lipman M, Deeks JJ, Griffiths C, Bothamley G,

Lynn W, Burgess H, Mann B, Imran A, Sridhar S, Tsou CY, Nikolayevskyy V, **Rees-Roberts M**, Whitworth H, Kon OM, Haldar P, Kunst H, Anderson S, Hayward A, Watson JM, Milburn H, Lalvani A; PREDICT Study Team. Lancet Infect Dis. 2018 Oct;18(10):1077-1087. doi: 10.1016/S1473-3099(18)30355-4.

**IGRAs--the gateway to T cell based TB diagnosis.** Whitworth HS, **Scott M**, Connell DW, Dongés B, Lalvani A. Methods. 2013 May 15;61(1):52-62. doi:10.1016/j.ymeth.2012.12.012. Epub 2013 Jan 4. PubMed PMID: 23296020.

### **Monographs:**

**Service Evaluation of the Encompass Community Hub Operating Centres (CHOCS).** Billings, J., Sabrena Jaswal, Rasa Mikelyte, Ian Roberts and Melanie Rees-Roberts (2018). , Report: June 2018. Centre for Health Services Studies.

## **Successful Grant Applications**

**2018 – Optimising the depression pathway enabled by novel digital technology.** Innovate UK. Co-applicant - £815,506

**2018 – NIHR RCF funding award,** Canterbury and Coastal CCG, CO-lead applicant - £42,070

**Interests** When not in the office I like to relax by doing crafts, including making jewelry and clothes. I also enjoy gardening and am currently re-organising an area of my garden to grow veg