

## DEPARTMENT-ADMINISTRATOR



<b>Job Title:</b>	<b>Department Administrator</b>
<b>Faculty:</b>	Infectious and Tropical Diseases
<b>Department:</b>	DCD/DIB
<b>Location:</b>	Keppel Street, London
<b>FTE:</b>	1.0
<b>Grade:</b>	PSP3
<b>Reporting to:</b>	Line manager: Mary Marimootoo, Department Manager - DCD
<b>Job Summary:</b>	<p>To work between the Department of Disease Control and Department of Infection Biology in supporting operational and administrative tasks.</p> <p>To work closely with the Department Managers to ensure the smooth running of both Departments</p>

### GENERAL INFORMATION

#### The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,000 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,000 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 55,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates).

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

## **Faculty of Infectious and Tropical Diseases**

The Faculty of Infectious and Tropical Diseases encompasses all of the laboratory-based research in the School as well as that on the clinical and epidemiological aspects of infectious and tropical diseases. It is headed by Brendan Wren, who is **Professor of Microbial Pathogenesis**. The range of disciplines represented in the faculty is very broad and inter-disciplinary research is a feature of much of our activity. The spectrum of diseases studied is wide and there are major research groups with a focus on malaria, tuberculosis, HIV/AIDS and other sexually transmitted diseases, vaccine development and evaluation, and vector biology and disease control. The Faculty is organised into three large research departments comprising: Clinical Research, Disease Control, and Infection Biology. There is close interaction between scientists in different research teams. The Faculty has strong overseas links, which provide a basis for field studies and international collaborations in developed and developing countries. The teaching programme includes MSc courses, taught in-house and by distance learning, which are modular in structure, a variety of short-courses and an active doctoral programme (PhD and DrPH). For further information on the Faculty see: <http://www.lshtm.ac.uk/itd/index.html>.

### ***Department of Disease Control (Head: Professor James Logan)***

The Department of Disease Control is a multidisciplinary, cross-cutting department, operating in a global context and committed to excellence in research, innovation, learning and engagement. We have an outstanding reputation for internationally competitive research and teaching excellence, with demonstrable impact in the control of diseases, worldwide. Our diverse scientific

staff comprises entomologists, epidemiologists, mathematical modellers, geographers, public health engineers, hygiene specialists, social scientists, engineers, statisticians and clinical scientists. We also have a strong team of project administrators, coordinators, managers, and communication specialists, who provide expert support to our research programmes in the UK and overseas. We are a highly collaborative Department, with extensive partnerships and collaborations with researchers from many countries and organisations around the world, as well as internally, with multiple School Departments. Our work cuts across several School Centres such as the Vaccine Centre, the Malaria Centre, Centre for Evaluation and the MARCH Centre.

Our staff play influential roles as consultants and key advisors to organisations including the WHO, CDC, Malaria Consortium, Public Health England, Department of Health, DFID, Bill and Melinda Gates Foundation, the Royal Society, Research Councils, Academy of Medical Sciences, the World Bank, Governments and private sector manufacturers and innovators, amongst many others. Our range of expertise provides us with an impressive set of tools for addressing the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in low- and middle-income countries. Much of our research is directed at current health policy issues and addressing gaps between policy and practice.

### ***Department of Infection Biology (Head: Professor Chris Drakeley)***

The Department of Infection Biology brings together pathogen molecular biology and immunology and infection research across the School. The Department benefits from state of the art facilities and strong collaborations, many of which are with partners in disease endemic countries.

We study the molecular biology and genetics of pathogens and interaction with their hosts, to improve understanding and control of infectious diseases and to understand the complex and dynamic ways by which pathogens modulate virulence and interact with the human host. Such a holistic approach will vastly increase the scope for the rationale of design of long-term intervention strategies to reduce the burden of infectious disease. In recent years such a mission has been significantly enhanced by the availability of whole genome sequences. The Department is involved in several pathogen genome projects, and post genome studies which facilitate understanding of complex parasites. The interpretation and exploitation of this basic information is the platform for numerous new avenues of research on pathogenesis, epidemiology and the evolution of virulence.

Our research in immunology and infection centres on analysis of the host response to infection at the molecular, cellular and population levels. The goals are to develop a greater understanding of basic mechanisms of immunological protection versus pathology, and to apply this knowledge to the development of immunological interventions and the identification of correlates of immune status. Our work involves application of state of the art cellular and molecular approaches to the in vitro analysis of pathogen-host cell interactions, to in vivo studies in models, and to the study of immunity at the population level in disease endemic areas. We also conduct translational research for the development and evaluation of diagnostic approaches to identify disease foci and monitor drug resistance

### **Teaching**

The School offers 18 one year full-time taught courses leading to the Master of Science (MSc) degree of the University of London and the Diploma of the London School of Hygiene and Tropical Medicine (DLSHTM). The Faculty of Infectious and Tropical Diseases runs or contributes substantially to ten of these courses and the “Immunology of Infectious Diseases” course is run from within the Department of Immunology and Infection. In addition, the Faculty is responsible for the three-month Diploma in Tropical Medicine and Hygiene (DTM&H), the Diploma in Tropical Nursing and offers a range of specialist short courses lasting usually one or two weeks. Six MSc courses are also offered by Distance Learning, including one on Infectious Diseases.

## Research Training

The School offers two doctoral training programmes. The MPhil/PhD degrees are designed for those who wish to go on to a full time research career. The DrPH is directed towards those who expect their careers to be more in the practice of public health.

## JOB DESCRIPTION

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<b>Department:</b>	Disease Control and Infection Biology
<b>Faculty:</b>	Infectious and Tropical Diseases
<b>Location:</b>	Keppel Street
<b>FTE:</b>	1.0
<b>Grade:</b>	PSP 3
<b>Accountable to:</b>	Department Manager, DCD – Mary Marimootoo

The role holder will be expected to:

### Department administration

- Manage travel arrangements for research teams, including flights, accommodation, visas, advances and travel insurance
- Responsible for organising the department's seminars, including coordinating the paperwork and speakers in agreement with the Department Managers and Heads of Department, booking hotels and arranging reimbursements where necessary
- Organise and facilitate department and group meetings – prepare meeting agendas, supporting materials, minute and track and follow up on action points
- Collect post, and distribute in DCD and DIB pigeonholes
- DCD and DIB laptop loans
- Organize DCD social events, (Christmas parties, and monthly cake mornings)
- Update Department photoboards as and when necessary
- Update room signage as and when necessary

### Staffing

- Assist the Department managers to facilitate the redundancy notice process by sending through reminders to all line managers to complete redundancy consultations in a timely fashion to ensure staff have enough notice of the end of a fixed-term contract (as grant funds come to a close)
- Help during the recruitment/interview process for new roles in the department, including escorting candidates to interview on the day
- Perform staff inductions and, where appropriate, training for new staff and visitors to the department
- Compile HR, Finance and staff CV paperwork for the Department Managers and disseminate to the appropriate parties (e.g. for CV reviews during the academic promotion rounds)
- Process visitor forms

### Other

- Provide cover to other administrative staff in the departments where appropriate
- Provide PA support to Heads of Departments
- Provide support in submitting expenses, either through advising staff on how to do this via the ServiceDesk or covering Project Coordinators who are on leave
- Provide Work Station Assessment advice for staff and students following training

## GENERAL

All academic staff are free within the law to question and test received wisdom, and put forward new ideas and controversial or unpopular opinions, to enable the School to engage in research and promote learning to the highest possible standards.

All staff at LSHTM are also expected to:

1. Act at all times in the School's best interests;
2. Treat School staff, students and visitors with courtesy and respect at all times;
3. Comply fully with School policies, procedures and administrative processes relevant to the role, including when acting as Principal Investigator, accepting academic, managerial, financing and ethical responsibility for a project
4. Uphold and support the School's values (as set out in the School Strategy document);
5. Act as ambassadors for the School when hosting visitors or attending external events.

*The above list of duties is not exclusive or exhaustive and the role holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the role.*

*Role descriptions should be regularly reviewed to ensure they are an accurate representation of the role.*

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Competency	Evidence	E/D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"><li>Higher education to degree level or equivalent or relevant experience.</li><li>Evidence of continuous professional development including internal or external training and development programmes.</li></ul>	D
		D
<b>Experience</b>	<ul style="list-style-type: none"><li>Proven, relevant administrative experience in an academic or similar environment</li><li>Proven experience of maintaining electronic and paper record-keeping systems</li><li>Proven ability to manage a busy workload and meet deadlines, assessing priorities with minimum supervision and initiating action where appropriate</li><li>Proven ability to work collaboratively</li><li>Experience of maintaining and publishing information on web pages</li><li>Minute taking experience</li></ul>	E
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		E
		E
		D
		D
<b>Knowledge</b>	<ul style="list-style-type: none"><li>High standard of IT skills, including good working knowledge of word processing, spreadsheets, databases, internet and email plus willingness to learn new systems/software</li><li>Awareness of confidentiality issues and ability to maintain confidentiality as appropriate</li></ul>	E
		E
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>Excellent communication skills for dealing with staff, students and visitors in a multicultural environment</li><li>Proven ability to work with high levels of accuracy and with attention to detail</li></ul>	E
		E

## SALARY AND CONDITIONS OF APPOINTMENT

The post is full time and offered on a without duration basis, and is available immediately. Salary is on the Professional Support pathway Grade 3 scale from £25,261- to £28,614 per annum (inclusive of London Weighting). Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this, there are discretionary "Director's Days". Membership of the Pension Scheme is available.

## **ASYLUM AND IMMIGRATION**

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points)