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.

THE FACULTY

The Faculty of Epidemiology & Population Health (EPH) houses a large group of epidemiologists, demographers, statisticians and nutritionists working on issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into four research departments.

- Department of Infectious Disease Epidemiology
- Department of Medical Statistics
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a teaching programme consisting of ten MSc courses: Epidemiology, Demography and Health, Medical Statistics, Public Health in Developing Countries (run jointly with the Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Reproductive & Sexual Health Research, Veterinary Epidemiology (run jointly with the Royal Veterinary College), Global Mental Health (run jointly with Kings College London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology and Clinical Trials.

The Dean of Faculty is Prof. Liam Smeeth.
THE DEPARTMENT

The Department of Infectious Disease Epidemiology (IDE) hosts a diverse range of researchers in the field of infectious diseases and diseases of public health importance. The department’s original focus of epidemiology has evolved to include areas of statistical analysis, disease modelling, maternal and neonatal health and humanitarian crises. Our research activities are carried out in low, middle and high income regions and countries, including: Ethiopia, South Sudan, Vietnam and the United Kingdom. IDE research ranges from ecological studies of variations in disease frequency in different populations, through observational case-control and cohort studies to define risk factors for disease, to randomised controlled trials to test the impact of specific preventive and curative interventions.

The Department Heads are Prof. Katherine Fielding & Prof. Richard White.

THE PROJECTS

NEST360 (Newborn Essential Solutions and Technologies) is a 10 partner, collaboration in four African countries (Malawi, Kenya, Tanzania and Nigeria) to innovate, implement and evaluate a package to improve hospital care for small and sick newborns in Africa. LSHTM will lead the implementation and health systems evaluations and the economic and investment assessments. The initiative is funded by five private foundations from 2019 – 2022 and lead by RICE 360°.

OMWaNA Study (Operationalising kangaroo mother care among unstable low birth weight neonates in Africa) is a randomised controlled trial to examine mortality impact in Uganda. Kangaroo mother care (KMC) involves early, continuous skin-to-skin contact, breastfeeding support, and supportive care, for preterm newborns and is associated with a major reduction in mortality. The OMWaNA trial is funded through the MRC JGHT platform and being conducted at four hospitals in Uganda, coordinated by MRC Uganda (2019- 2021).

The Principal Investigator and team leader is Prof. Joy Lawn.
## JOB DESCRIPTION

**Job Title:** Project Manager (Newborn Health)  
**Department /Division/Unit:** Infectious Disease Epidemiology  
**Faculty/Professional Service:** EPH  
**Location:** London  
**Reports to:**  
**Accountable to:** Principal Investigator  
**Responsible for:** Grade 5 Project Coordinator, Newborn & Child Development Team  
**Full Time/Part Time/Casual:** Full Time  
**Hours (if less than full time):**

**Grade:** 6  

**Overall Purpose of the job**

The post-holder will be taking a leadership role in the overall management of two large Newborn & Child Development projects (NEST360 and OMWaNA); providing efficient leadership, management, logistical, project and administrative support to the portfolio of projects which have multiple overseas collaborators and complex deliverables. The post-holder will develop a good understanding of the research/consultancy deliverables for the projects providing sound advice and ensuring compliance to these and the school policies and procedures. The post-holder will be a member of the department administration team and be accountable to the Principal Investigators within the Newborn & Child Development Group (PI Prof. Joy Lawn).

The role holder will be expected to:

**Project Management**

- Manage a large portfolio of multi-million pound projects with sub-contracted partners and global consultancy services.
- Develop strategic project plan for NEST360 and the OMWaNA Study, track progress, and assist the Principal Investigator (PI) and Co-PI to achieve research deliverables on time, on budget and within scope.
- Monitor and co-ordinate the governance of the research work.
- Manage all aspects of the transition among phases of the projects, including reporting, finances, communications and alignment of the grants.
- Oversee and lead on all non-scientific aspects of the project/projects in the portfolio and be the lead contact for all financial, administrative matters; dealing with and resolving all matters within their remit pragmatically and effectively, assisting and advising academic staff (e.g. PIs) and other colleagues to resolve issues where needs arise.
- Manage the interface between sub-awardees, academic staff and LSHTM central services in the development and execution of contracts for research and consultancy. This includes negotiating and setting up overarching budgets and liaising on scopes of work.
- Develop and own systems to ensure effective monitoring and timely technical and financial reporting of sub-awards, and ensure prompt payment for services delivered.
- Lead the on-time submission of annual financial (prepared by ROO) and technical reports to funders, and any interim reports as required, liaising with academic staff and LSHTM central services.
- Identify strategic funding opportunities for future research, and advise on internal and external guidelines and requirements.
- Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/invoicing requirements and audits.
- Liaise with Research Operations over contractual agreements, expenditure and financial reporting.
- Act as a point of contact for funders in relation to the administration and management of projects where sub-contracts are held in the UK or overseas.
- Establish and maintain good working relationships with partner institutions in Uganda, Malawi, Kenya, Tanzania, Nigeria and the USA.
- Contribute to and chair (when required) leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences.

### Staffing
- Identify shortfalls in staff resources
- Assist in the recruitment process for new staff members including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
- Pro-actively identify where there are staff funding short-falls, making recommendations to the Principal Investigator.
- Prepare Payroll Funding Variation Forms (PFVFs) to extend staff contracts and change funding or full time equivalent (FTE).
- Assist in the induction and training of new PSP and academic staff or temporary administrative staff within the Newborn & Child Development team.
- Line manage a a Project Coordinator and therefore responsible for ensuring the staff member is adequately trained and supported to carry out their role to a high standard.

### Other
- Provide leadership support and strategic guidance to the Principal Investigator for the effective management of the research team and projects.
- Keep an up-to-date list of publications and make researchers aware of open access publishing requirements.
- Undertake visits to overseas sites to attend meetings and workshops and build/strengthen relationships with collaborators.
- Search for articles from libraries and online sources on behalf of overseas and senior academic staff.

This list is not exhaustive and the post-holder will be expected to carry out duties in line with these responsibilities.
**Principal Duties and Responsibilities**

### Communications
- Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators (e.g. funder T&Cs, school policies, reporting requirements).
- Liaise with Research Operations, Human Resources, Procurement and other Professional Services to deal with queries and resolve issues and where appropriate make improvements.
- Liaise with funders, in regards to application submissions and projects.
- Develop and maintain high quality communication with the funders for the RISE360 and OMWaNA projects.
- Take an active role and represent the project at both internal and external meetings.
- Draft agendas, supporting papers and take minutes or chair for leadership team conference calls and other meetings, ensuring action points are followed up.
- Respond to requests from the school press office and other sources regarding press and other enquires.
- Consult regularly with internal stakeholders, to identify areas for improvement and resolve issues.
- Deliver training and presentations on operational aspects of the project to internal and external stakeholders as required, including both specialist and non-specialist audiences.
- Review and develop content, links and guidance for the project websites within the School and external web pages relating to funders, taking into consideration the audience and their requirements.
- Oversee the maintenance of project or team webpages, including updating project and output/work package information and other communications materials.
- Contribute to drafting written non-scientific elements of annual reports, other documentation relating to the research project and communication, promotion and dissemination documents; such as newsletters.
- Respond to or delegate general enquiries made via email, phone or face-to-face regarding the research, activities or functions of the research team and their projects (specifically RISE360 and OMWaNA)
- Explain complex financial information (including funder Terms & Conditions and FEC) to non-specialists (e.g. junior academic staff and non-research external collaborators) through developed methods of communication (e.g. written presentations)

### Teamwork and Motivation
- Develop and maintain good working relationships with school staff, funding organisations and suppliers, liaising on financial, contractual and administrative issues.
- Establish and maintain good working relationships with RISE360 and OMWaNA partner institutions and project sites in Uganda, Malawi, Kenya, Tanzania, Nigeria and the USA.
- Provide advice and guidance on the administrative and financial aspects of the project to project team members and collaborators and ensure they know what is expected of them and when.
- Contribute to providing effective leadership and direction to about ten Research Project staff members), including managing the workload; prioritising and delegating
tasks to collaborative administrative team; motivating, supporting and developing team members.

- Provide cover for the Newborn & Child Development team members as appropriate and take on additional projects when there is capacity.
- Facilitate meetings with the Project Team, on both a group and individual basis, drawing on ideas to help aid the achievement of goals, promoting unity and a common goal, and the development of the team.
- Work with the other Project Manager to share best practice to develop the Newborn & Child Development's PSP team and improve service provision.
- Provide leadership support to Principal Investigator of projects
- Responsible for providing effective leadership and direction to a grade 5 PSP staff in the team, if required also to other PSP staff in the Dept, including managing the workload; prioritising and delegating tasks; motivating, supporting and developing team members.

**Liaison and Networking**

- Help develop and maintain internal and external research networks and develop a knowledge of the project stakeholders.
- Liaise and build relationships with project staff at the school
- Support the establishment and maintenance of good working relationships with overseas research partner institutions to ensure constant exchange of information and to provide recommendations to improve research projects
- Represent the operational element of the projects in meetings with sponsors and collaborators in research matters.
- Respond to requests and provide project information as required, to Principal Investigator’s, department staff and Research Operations.
- Liaise and build good relationships with staff in Professional Services Departments, including HR, Finance and Research Operations.
- Support staff based overseas to operate effectively and in compliance with the school’s human resources and financial policies and procedures.

**Service Delivery**

- Responsibility for overseeing delivery of the day-to-day management of the research projects, along with principal investigator, by tracking outputs along the assigned timeframe.
- Provide administrative and logistical support to the project(s) as required, to include: organising travel, visas and the reimbursement of expenses, arranging project meetings, workshops and conference calls, ordering stationery and supplies.
- Provide tailored and strategic input into funding applications (e.g. research grants, fellowships and consultancy contracts) including proposals and suggestions for non-scientific aspects of applications
- Prepare and collate material for research grant applications, completing funders' web-based forms and ensuring that applications are submitted according to the funding regulations and in line with LSHTM's procedures.
- Be responsible for drafting budget narratives and justifications for resources for funding applications, review and comment on non-scientific sections of grant applications
• Prepare costings and budgets for funding applications and proposals (including multi-million pound budgets), comment on proposed resources and provide advice to PIs on distribution and allocation of funding, including ensuring cost recovery is maximised wherever possible
• Proactively engage with national and international project partners and collaborators, facilitating the due diligence processes of the School, and managing or delegating all aspects of sub-contracts and financial transfers and accountability as appropriate.
• Understand and interpret complex contract documentation and funder terms and conditions, and communicate these to the Principal Investigators, team and other relevant colleagues
• Proactively manage the project budget(s), which are multi-million pound grants, maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
• Understand and adhere to the school Financial Regulations and funder regulations.
• Arrange for the transfer of payments to collaborators and manage payments against an approved payment profile.
• Obtain quotes from suppliers, processing orders and coordinating shipment of equipment, laboratory consumables and other supplies to overseas sites, including liaison with recipient, procurement and courier companies.
• Act as the primary point of contact for the project(s) for staff, students, visitors, collaborators etc. responding promptly to requests or referring as appropriate.
• Provide team members with up-to-date information on activities, including progress against deadlines.
• Be proactive and meet agreed outcomes e.g. organising meetings, updating project information/guidance etc.
• Assist in resolving any complex costing and payroll issues that may arise with the relevant internal and external stakeholders.
• Be responsible for coordinating Public and Participation Engagement activities of the Newborn & Child Development Team, providing strategic guidance and direction for this development.
• Develop an understanding of the Public and Participation Engagement framework and the requirements and expectations of funders (current and future) and support and guide staff to understand the benefits and requirements in their research to have such activities included in their research

**Decision Making**

- Take independent decisions using own knowledge in conjunction with written guidelines/checklists and templates.
- Provide guidance to the Principal Investigator and project team on matters relating to project finance, administration, logistics etc.
- Respond to financial queries from funders and collaborators on behalf of the Principal Investigator and in liaison with Research Operations Office.
- Take a lead in meeting on topics relating to finance and administration (as appropriate).
- Make decisions relating to budget and expenditure, including staff resourcing and funding.
- Make a contribution to collaborative decisions about project-related matters through active participation in project meetings and discussions with the Principal Investigator and team members.
• Provide advice to the Newborn & Child Development Group’s Principal Investigators and Steering Committees, including on matters related to management and resource allocation, to ensure effective implementation of the research programme.

• Manage and annotate detailed expenditure and financial reports and ensure they are within budget, in line with funder’s conditions and can be signed off by the School, understanding the implications for misreporting.

• Contribute to strategic/management decisions and have ownership for non-scientific/academic areas being held accountable by the Principal Investigator and Steering Committees.

• Understand researchers' budgetary requirements and decide how these can best be met within the constraints of funder rules.

**Planning and Organising**

• Develop and lead the strategic trajectory of projects; discussing budgetary, staffing, space and supplies issues and the sustainability beyond the current grant lifecycle. Document annual financial performance on annual narrative reports (the financial performance will have a significant impact on the funder’s approval for incremental funding of the project and any other future potential funding).

• Plan and organize large overseas shipment and adhere to Procurement policies and procedures and immigration rules; ascertain when involving invitation to tender is required for procuring service and goods.

• Plan, prioritise and organise own work/resources to achieve agreed objectives.

• Assess each task for urgency/importance and create a comprehensive work-plan, in particular taking into account reporting deadlines.

• Develop and maintain information management systems for appropriate administration of the project(s).

• Proactively apply lessons learnt to improving processes and procedures for future events, and identify where additional training within the team may be required.

• Determine when appropriate to escalate issues to the Principal Investigator and/or Department Manager or someone with specialist knowledge.

• Be expected to use initiative and creativity to identify and solve more unusual problems; interpreting school and funder policies and procedures and assessing the consequences of various courses of action.

• Identify strategic funding opportunities for future research, advise on internal and external guidelines and how cost recovery can be maximised.

**Initiative and Problem Solving**

• Use initiative to work proactively to develop and enhance the strategic aims of the research team.

• Identify and anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions.

• Regularly be expected to solve and draw on experience of complex problems by following set procedures/guidelines, for example, responding to queries from the Principal Investigator, team members, collaborators and Professional Services.

• Determine when appropriate to escalate issues to the Principal Investigator and/or Department Manager or someone with specialist knowledge.

• Be expected to use initiative and creativity to identify and solve more unusual problems; interpreting school and funder policies and procedures and assessing the consequences of various courses of action.

• Identify strategic funding opportunities for future research, advise on internal and external guidelines and how cost recovery can be maximised.

**Analysis and Research**
- Monitor and provide regular updates to PIs as required regarding project and group finances, including staff and resource allocation.
- Manage and monitor income and expenditure, analyse change, interpret trends/patters, predict risks, and suggest future strategies based on the analysis.
- In liaison with Research Operations and the Strategic Research Office, remain abreast of changes in the research funding landscape, funder, auditor and governance requirements, brief the research team accordingly and make recommendations for changes.
- Proactively initiate and lead, where appropriate, the analysis and evaluation of the Group’s Public and Participation Engagement activities, contributing to relevant outputs such as articles and abstracts for presentation at suitable forums/conferences.
- Pro-actively monitor staffing on projects, through staff forecasting, and advise the Principal Investigator when funding shortfalls arise and work together to achieve a solution.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
- Assist with drafting and re-profiling budgets in the region of several million pounds.
- Draft budget justifications for requests for funding, budget re-profiles, uplifts and extensions.
- Review financial reports submitted by sub-contractors/collaborators to ensure the expenditure is in line with the budget and funding regulations, keeping own records of budget vs expenditure for each collaborator.
- Work with Research Operations to complete detailed financial reports for submission to funding organisations, collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.

**Additional Information**

- Project PSP are expected to work as part of a team and show awareness of other administrative roles in the Department. This will include covering periods of absence of others in the team.
- Adhere to Faculty and School policy and procedures at all times.
- Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- Contribute to general activities of the Department and School that help to promote the objectives of the school.

**Generic duties and responsibilities of all LSHTM employees**

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.
The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.
PERSON SPECIFICATION

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

Applicants will be shortlisted solely on the extent to which they meet these requirements.

<table>
<thead>
<tr>
<th>Job Title: Project Manager</th>
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<tbody>
<tr>
<td>Department/Division: Infectious Disease Epidemiology</td>
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<tr>
<th>Competency</th>
<th>Evidence</th>
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<tr>
<td><strong>Education, Qualifications and Training</strong></td>
<td>• Higher education to degree level or equivalent or substantial relevant experience.</td>
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<td></td>
<td>• Evidence of continuous professional development including internal or external training and development programmes.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>• Substantial relevant experience of providing proactive administrative support in Higher Education (or similar environment) and working closely with academic staff members.</td>
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<td></td>
<td>• Demonstrable experience of providing administrative and financial support for complex research projects.</td>
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<td>• Experience of contributing to operational and strategic planning.</td>
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<td>• Working knowledge of funder terms and conditions and Full Economic Costing (FEC) methodology.</td>
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<td>• Proven ability to manage own work-load, organising and prioritising tasks to meet deadlines.</td>
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<td>• Proven ability to monitor and manage a budget and prepare accurate costings, projections and financial reports.</td>
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<td>• Proven ability to understand and communicate/explain information (e.g. organisational policies and processes and</td>
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funder terms and conditions) to others and to respond to a range of queries.

- Experience of planning and providing proactive support for meetings and/or events booking rooms/travel/accommodation, including preparing papers, taking and writing up minutes.
- Excellent relevant IT skills (e.g. MS Word and Excel), including knowledge and experience of management information systems, databases, and financial reporting tools, and willingness to learn new software packages.
- Experience of establishing or developing systems or processes to manage information.
- Experience of recruiting, supervising, training, developing and managing individuals effectively.
- Experience of introducing and monitoring compliance with policies, procedures, processes and systems.
- Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format and draft documentation.

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<tr>
<th>Knowledge</th>
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<tr>
<td>An understanding of academic research and funding within higher education.</td>
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<td>Financially literate with sound knowledge of budgeting and resource management principles.</td>
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<tr>
<td>Good understanding of research project administration and management for the full research grant life cycle, including managing research projects with overseas collaborators.</td>
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<tr>
<td>Understanding of regulations governing clinical research.</td>
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<tr>
<th>Personal Qualities</th>
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<tr>
<td>Excellent interpersonal skills including the ability to establish and maintain effective working relationships.</td>
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<tr>
<td>A collaborative and flexible approach with evidence of ability to work independently and as part of a team.</td>
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<tr>
<td>Proven ability to use initiative, creativity and judgement to solve problems and to propose</td>
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Knowledge

- An understanding of academic research and funding within higher education.
- Financially literate with sound knowledge of budgeting and resource management principles.
- Good understanding of research project administration and management for the full research grant life cycle, including managing research projects with overseas collaborators.
- Understanding of regulations governing clinical research.

Personal Qualities
and implement ways of working more efficiently or effectively.

- Display a professional attitude towards colleagues, students and others at all times and in all communications.

E-Essential: Requirement without which the job could not be done
D-Desirable: Requirements that would enable the candidate to perform the job well

**Salary and conditions of appointment**

The post is based in the Keppel Street building of the London School of Hygiene & Tropical Medicine. It is available on a full-time basis commencing as soon as possible, until the 31 December 2022 with possibility to extend depending on funding. The appointment will be made on the Grade X PSP scale with a salary in the range of £39,304 - £44,634 depending on qualifications and experience. The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time. In addition to this there are discretionary “Director’s Days”. Membership of the USS 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 bring their passport (and visa if applicable) to interview so that it can be copied and verified.

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)

**Applications**

Applications should be made on-line at our website at [jobs.lshtm.ac.uk](http://jobs.lshtm.ac.uk). Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable. **Please note** that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.