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](http://www.lshtm.ac.uk/itd/index.html).

**Department of Clinical Research (Head: Professor David Mabey)**

The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.
The Department’s main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

**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

Job Title: Project Coordinator – Wellcome Clinical PhD Programme

Department/Division/Unit: Department of Clinical Research

Faculty/Professional Service: Faculty of Infectious & Tropical Diseases

Location: London

Reports to: Department Manager

Accountable to: Principal Investigators & Faculty Operating Officer

Full Time/Part Time/Casual: Full Time | Hours (if less than full time): 35

Grade: 5

Overall Purpose of the job

The post-holder will be responsible for providing efficient administrative, logistical and financial support from set up to closure; a portfolio of research projects which may have multiple overseas collaborators or complex funder requirements. The post-holder will develop a good understanding of the funder terms and conditions for the project(s) providing sound advice and ensuring compliance to these and the school policies and procedures, including the Financial Regulations.

As part of this the postholder will also coordinate the Wellcome Clinical PhD Programme in Global Health Research which is a partnership between LSHTM, University College London, King’s College London, Queen Mary University of London, St. George’s University of London and Brighton and Sussex Medical School. This Programme provides postgraduate training opportunities to clinicians committed to undertaking research on the health problems of low and middle income countries.

The post-holder will be a member of the department administration team and be accountable to the Principal Investigators within the department.

The role holder will be expected to:

Project coordination

- Oversee all non-scientific aspects of the project/ projects in the portfolio; including organising travel, visas, reimbursement of expenses, arranging project meetings, workshops and conference calls, ordering stationery, supplies and shipment overseas.
- Prepare and collate material for research grant applications including those for Wellcome Clinical PhD Programme Fellows from each of the 5 partner institutions; creating pFACT costings, completing funders’ web-based forms and ensuring that applications are submitted according to the funding regulations.
- Identify funding opportunities for future research, and advise on internal and external guidelines and requirements.
• Develop and maintain information management systems for appropriate administration of the project(s); contributing to the strategic trajectory of projects and sustainability beyond the current grant lifecycle
• Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators.
• Identify or anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions; escalating when appropriate
• Act as a point of contact for funders in relation to the administration of projects where sub-contracts are held in the UK or overseas.
• Coordinate, and participate in, leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences.

Finance
• Proactively manage the project and Wellcome Clinical PhD Programme budget(s), which may include budgets over a million pounds maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
• Take independent decisions on budget, expenditure and staff funding using own knowledge in conjunction with written guidelines/checklists and templates.
• Understand and adhere to the school Financial Regulations and funder regulations.
• Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/ invoicing requirements and audits.
• 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.
• Provide financial management reports to the Principal Investigator, and advice on direction of spending and allocation of resources, including budget forecasting, interpreting trends/patterns and making predictions.
• Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
• 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.

Human Resources
• Assist in the recruitment process for new staff members including fellows on the Wellcome Clinical PhD Programme including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
• 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.
• Prepare Payroll Variation Forms (PVFs) to extend staff contracts and change funding or full time equivalent (FTE).
• Assist in the induction and training and of new staff or temporary administrative staff within the team.
• Support staff based overseas to operate effectively and in compliance with the school’s human resources and financial policies and procedures.

Communication
• Liaise with the Director (LSHTM) of the Clinical PhD Programme, the Steering Committee and lead administrators at 5 partner UK Universities to coordinate the programme.
• Liaise with the Wellcome Trust and attend programme meetings.
• Organise programme steering group meetings and fellows’ cohort events
• Maintain webpages, including updating project and output/work package information and other communications materials.
• Respond to requests from the school press office and other sources regarding press and other enquires.
• 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.
• Keep an up-to-date list of staff publications and make researchers aware of open access publishing requirements.

Other
• Undertake visits to overseas sites where Wellcome fellows are based to attend meetings and workshops. At present these include Uganda, The Gambia, Zimbabwe and Malawi.
• Work as part of a team and show awareness and consideration of other administrative roles in the department, covering periods of absence of others in the team, including the Department Manager.
• Take responsibility for additional tasks and projects where there is capacity.
• 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.

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

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.

**Job Title:** Project Coordinator

**Department/Division:** Department of Clinical Research

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<th>Competency</th>
<th>Evidence</th>
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<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>• 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>• Significant experience of providing administrative/financial support for research projects.</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 a budget and prepare accurate costings, projections and</td>
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- Proven ability to understand and communicate/explain information (e.g. organisational policies and processes and 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) and willingness to learn new software packages.
- Experience of establishing or developing systems or processes to manage information.
- Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format.

**Knowledge**
- An understanding of academic research and funding within higher education.
- Financially literate with sound knowledge of budgeting and resource management principles.

**Personal Qualities**
- Excellent interpersonal skills including the ability to establish and maintain effective working relationships.
- A collaborative and flexible approach with evidence of ability to work independently and as part of a team.
- Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively.

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 available on a full-time basis up to 30 November 2020 in the first instance with possibility to extend depending on funding. Salary will be on LSHTM’s Professional Support Pathway Grade 5 scale £34,238 - £39,304 per annum 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