

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
FACULTY OF EPIDEMIOLOGY AND POPULATION HEALTH
DEPARTMENT OF INFECTIOUS DISEASE EPIDEMIOLOGY



PROJECT ADMINISTRATOR – UK PUBLIC HEALTH RAPID SUPPORT TEAM

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 Epidemiology and Public Health (EPH)

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 for Development (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, Clinical Trials and Demography in Health. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Liam Smeeth.

Department of Infectious Disease Epidemiology

The Department of Infectious Disease Epidemiology conducts research on the epidemiology and control of infectious diseases of public health importance. It also conducts research on maternal and neonatal health. Work is carried out in low-, middle- and high-income

countries, including the United Kingdom. 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 randomized controlled trials to test the impact of specific preventive and curative interventions.

The Heads of Department are Professor Katherine Fielding and Professor Richard White.

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.

The UK Public Health Rapid Support Team (UK-PHRST)

The UK Public Health Rapid Support Team (UK-PHRST) is a partnership between Public Health England (PHE) and LSHTM, with the University of Oxford and King's College London contributing as part of an academic consortium.

The UK-PHRST monitors infectious diseases and other hazards globally to identify situations where the deployment of specialist expertise can mitigate these threats. It rapidly deploys a team of multidisciplinary public health professionals and researchers on behalf of the UK Government to areas of need in LMICs, mostly in direct support of both national governments as well as through GOARN.

The UK-PHRST has the following objectives:

- To rapidly investigate and respond to disease outbreaks at the source in LMICs, with the aim of stopping a public health threat from becoming a health emergency.
- Conduct rigorous research to aid epidemic preparedness and response.
- Generate an evidence base for best practice in disease outbreak interventions within LMICs.
- Train a cadre of public health reservists for the UK-PHRST who could be rapidly deployed to respond to disease outbreaks.
- Build in-country capacity for an improved and rapid national response to disease outbreaks and contribute to supporting implementation of International Health Regulations.

The UK-PHRST team is comprised of epidemiologists, microbiologists, clinical researchers, infection prevention and control experts, social scientists, data managers, and logisticians, in addition to the Director and Deputy Directors, and core management team.

Public Health England (PHE) exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. They do this through world-leading science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. They are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. They provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

JOB DESCRIPTION

Job Title:	Project Administrator – UK Public Health Rapid Support Team
Department:	Infectious Disease Epidemiology
Faculty:	Epidemiology and Population Health
Location:	Keppel Street, London
FTE:	Full Time - 35 Hours
Grade:	G4
Reporting to:	Programme Manager - UK Public Health Rapid Support Team

Main Duties and Responsibilities

The post is based in the Department of Infectious Disease Epidemiology (IDE). The post-holder will contribute to the effective management of the UK Public Health Rapid Support Team (UK PHRST) grant, including holding day-to-day responsibility for its project administration.

The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role, which may be varied from time to time, and agreed at your annual Performance and Development Review (PDR).

The role holder will be expected to:

Department administration

- Act as the first point of contact for the department, filtering daily walk-ins, email and telephone enquiries from staff and sign-posting to the most appropriate resource or service (escalating to the Department Manager as needed)
- Manage travel arrangements for research teams, including flights, accommodation, visas, advances and travel insurance
- Responsible for monitoring space and growth of the department, organising and facilitating desk/office moves, communicating with the staff affected and the Department Manager
- To act as a central point of contact for travel agencies, venue providers, conference and workshop participants
- To manage Department and project team shared calendars and folders, including providing support to team members on how to use these tools effectively.
- To attend Departmental and School meetings and update teams on relevant content (for example information from training seminars on how to use new systems in the School)
- Participate in the professional service network in the Department and share information on school policies and procedures, professional trainings etc;
- To ensure colleagues are adequately briefed on any changes to School policy and procedures.
- Responsible for organising the department's retreat, including coordinating the paperwork and speakers in agreement with the Department Manager and Head of Department.
- Organise and facilitate department and group meetings – prepare meeting agendas, supporting materials, minute and track and follow up on action points
- Help organise and facilitate face to face and virtual meetings via the department's account, whilst also managing the telephone and web-based accounts

Staffing

- 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)
- Assist with the monthly payroll checking exercise ensuring staff have been charged to the correct accounts in liaison with the project staff
- Provide assistance in managing contract end dates by collecting together the appropriate paperwork for leavers
- Help during the recruitment/interview process for new roles in the department

Financial

- Process invoices and reimbursements, and keep records of incurred expenses on the department account
- On a daily basis manage staff expense requests to ensure paperwork is correctly completed, check the budget for department and project accounts and follow through the signature process and ensure payments are processed in a timely fashion in liaison with the finance department
- Process orders for general supplies (stationery), allocating expenditure to grants as agreed

In addition to the above the post-holder will be expected to maintain a close working relationship with staff and counterparts at PHE.

Informal enquires about this position may be made to Thom Banks by email at thom.banks@lshtm.ac.uk or on 020 7927 2325.

Principal Duties and Responsibilities

Communications

- Support the delivery of the UK PHRST's stakeholder communication strategy, including maintaining and updating the team website, and other modes of communication, such as maintaining and updating email lists for e-newsletter distribution.
- Build strong working relationships and communicate on a regular basis with all team members and colleagues in other organisations involved in the UK PHRST.
- Manage the team's shared folders and calendar as directed, including providing support to team members on how to use these tools effectively.
- Convey complex and detailed financial information through monitoring the budget and creating expenditure reports in a clear manner to use within the team, both internally and externally (e.g. reporting to donors).
- Take minutes and draft agendas for team meetings as required.
- Contribute to the financial reports sent to the Funder and other institutions involved in the project.
- Liaise with Research Operations, Human Resources, Procurement, Finance, and other Professional Services Departments to deal with queries and resolve issues as requested to do so by the Programme Manager

Teamwork & Motivation

- Work as part of the administrative team to support the Programme Manager and other senior members of the UK-PHRST to monitor the financial aspects of the project.
- Develop and maintain good working relationships with school staff, the Funder, suppliers and other institutions involved, liaising on financial, contractual and administrative issues.
- Provide high quality administrative support to the UK PHRST and the Academic Steering Group, including scheduling meetings, preparing documentation and writing minutes.
- Provide support on the administrative and financial aspects of the project to the team members and collaborators including the programme's portfolio of research and capacity building projects.
- Provide cover for team members as appropriate.
- Work flexibly in response to any problems that arise and work with the team members to resolve them, and to help in creating a sense of unity and common purpose within the group.

Liaison and Networking

- Liaise with members of the UK PHRST, LSHTM Faculty and Departmental Operating Officers and other staff in key departments (Finance, Research Operations, IT, HR, Payroll, Communications & Engagement) and with partner organisations e.g. Public Health England, King's College, Oxford University, NIHR, Department of Health.
- Respond to requests and provide project information as required to the Programme Manager, PI, department staff and Research Operations and partner organisations.
- Attend internal and external meetings with the team and other institutions involved, including the Funder and build up a network of useful contacts.

Service Delivery

- Proactively monitor the project budget, maintaining accurate financial records, contributing to budget justifications and projections as requests to do so by the Programme Manager.
- Approve expenditure in Agresso and arrange for the transfer of payments to service providers and manage payments against an approved payment profile.
- Process and monitor core project expenditure, maintain a system for tracking expenditure, and ensure all activities are legitimate and expenditure is in line with the budget, raising any concerns with the UK PHRST Programme Manager in the first instance.
- Work with the fellow Project Administrator to assist the Programme Manager with the financial management of the grant as required. For example:
- Ensure all financial procedures are in accordance with LSHTM regulations, liaising with the Research Operations Office (post award) and Finance office as appropriate. Provide administrative and logistical support to the project as required (e.g. organising travel, visas and the reimbursement of expenses, arranging project meetings and conference calls, ordering stationery and supplies).
- Obtain quotes from suppliers and process for travel, equipment, laboratory consumables and other supplies, including liaising with the recipient, procurement and courier companies.
- Identify ways to improve the efficiency of financial and administrative processes.
- Be proactive and meet agreed outcomes e.g. organising meetings, updating project information/guidance, supporting the development of administrative processes. etc.
- Prepare and manage budgets for specific events and activities within the overall programme scope.
- Check that payroll records are accurate and arrange for changes in funding as appropriate, following LSHTM protocols.
- Produce quick and accurate summary financial reports under time pressure.

Decision Making

- Make decisions related to one's own work, seeking regular input and guidance from the UK PHRST Programme Manager and/or the PI where appropriate.
- Work with a Programme Management team to supervision and monitor expenditure against budget activities and approval of expenditure in Agresso.
- Respond to financial queries from Funders and collaborators on behalf of the Programme Manager and in liaison with Research Operations as requested to do so by the Programme Manager.
- Make a contribution to collaborative decisions about project-related matters through active participation in project meetings and discussions with the team members and collaborators from other institutions.
- Take independent decisions using own knowledge in conjunction with written guidelines and templates.
- Manage small projects independently as directed by the Programme Manager (for example liaising with Communications Team on developing processed for managing UK-PHRST image library or advertising the UK-PHRST reservist cadre throughout the University). Be the administrative lead on other UK PHRST projects as agreed with the Programme Manager.

Planning and Organising

- Manage travel arrangements, including flights/rail, accommodation, visas, cash advances, and insurance for LSHTM-based UK PHRST staff travelling overseas, or outside London for work or training purposes.
- Organize meetings and workshops in the UK and overseas with programme partners, ensuring that all arrangements are made in good time and delivered to a high standard.
- Follow existing and develop new operational procedures as required, ensuring that procedures are followed by all members of the team e.g. timely travel insurance, and expense claims.
- Maintain accurate programme records ensuring all paperwork is stored in accordance with the department and team's file structures, to enable more efficient quarterly and annual reporting to the Funder.
- Plan, prioritise and organise own work/resources to achieve agreed objectives.
- Assess each task for urgency/importance and create a work-plan.
- Draft agendas for the team, supporting papers and minutes for meetings, ensuring action points are followed up.
- Help to support the preparation of budget forecasts on a long-term basis for multiple operational research projects.

Initiative and Problem Solving

- Identify and anticipate problems that may arise within the areas of administration/financial management and develop (and present to line management) innovative and workable solutions to avoid them as appropriate.
- Regularly be expected to solve standard problems independently by following set procedures/guidelines.
- Determine when appropriate to escalate issues to the Programme Manager, DOO, PI or someone with specialist knowledge
- Be expected to use initiative and creativity to identify and solve more unusual problems
- Seek input and guidance where appropriate from the UK PHRST Programme Manager about potential problems ideally before they arise, before taking steps to creatively address them.

Analysis and Research

- Collate and analyse financial data, and research potential vendors for service reviews/reputation and value for money, as directed.
- Accurate entry of data/information into spreadsheets or reports.
- Provide financial management reports to the Programme Manager.
- Provide detailed analysis of income and expenditure and making predictions.

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.

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to degree level, or equivalent, or substantial relevant experience, especially in financial management and reporting. 	E
	<ul style="list-style-type: none"> Evidence of continuous professional development including internal or external training and development programmes. 	E
Experience	<ul style="list-style-type: none"> Substantial experience of and competence in financial administration. 	E
	<ul style="list-style-type: none"> Experience of organising meetings and events to a high standard and with professionalism, including committee work, such as coordinating the production of papers, devising agendas and writing minutes. 	E
	<ul style="list-style-type: none"> Experience of working in an academic environment and working closely with academic staff. 	E
	<ul style="list-style-type: none"> Experience of grant management and reporting to Funders. 	D
	<ul style="list-style-type: none"> Experience of working with and/or in resource-poor settings. 	D
	<ul style="list-style-type: none"> Substantial relevant experience of providing proactive administrative support in Higher Education (or similar environment) and working closely with academic staff members. 	D
	<ul style="list-style-type: none"> Proven ability to manage own work-load, organising and prioritising tasks to meet deadlines. 	D
	<ul style="list-style-type: none"> Demonstrable experience of effective budgetary management and control, including achieving targets for expenditure and financial reports on a regular basis. 	E
	<ul style="list-style-type: none"> Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages. 	E
	<ul style="list-style-type: none"> Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format. 	E
	<ul style="list-style-type: none"> Working knowledge of web management. 	E
	<ul style="list-style-type: none"> Working knowledge of research and finance management software such as Agresso and Pfact. 	E
	<ul style="list-style-type: none"> Financially literate with sound knowledge of budgeting and resource management principles. 	E
	<ul style="list-style-type: none"> An understanding of academic research and funding within higher education. 	D

Personal Qualities	<ul style="list-style-type: none"> • Strong relationship management skills and ability to get on as part of a team and with a diverse range of colleagues and stakeholders. 	E
	<ul style="list-style-type: none"> • Strong administration and organisational skills, ideally within a complex project environment, and with excellent attention to detail. 	E
	<ul style="list-style-type: none"> • Demonstrable adaptability and enthusiasm to take on new tasks. 	E
	<ul style="list-style-type: none"> • Creativity to explore new and better ways of doing things in service of continuous improvement. 	E
	<ul style="list-style-type: none"> • Excellent interpersonal skills including the ability to establish and maintain effective working relationships. 	E
	<ul style="list-style-type: none"> • A collaborative and flexible approach with evidence of ability to work independently and as part of a team. 	E
	<ul style="list-style-type: none"> • Confident to use initiative and own judgement to solve problems and to suggest ways of working more efficiently and effectively 	E

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 funded until 31 March 2021 (in the first instance) and is available immediately. Salary is on the Professional Support Grade 4 scale in the range £29,326 - £33,359 per annum (inclusive of London Weighting). 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 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