

JOB DESCRIPTION

Job Title: Project Support Assistant	
Department /Division/Unit: Project Management Office (PMO)	
Faculty/Professional Service: Executive Office	
Location: Keppel Street London WC1E 7HT	
Reports to: PMO Governance Officer	
Responsible for: n/a	
Full Time/Part Time/Casual: Full-time	Hours <i>(if less than full time):</i>
Grade: 3	
<p>Job Context: 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.</p> <p>The School is looking to recruit a Project Support Assistant within the School's Project Management Office (PMO).</p> <p>The purpose of the School's centralised Project Management Office is to:</p> <ul style="list-style-type: none"> • Promote and support the use of a consistent approach to the management of projects throughout the School. • Maintain an accurate oversight of all larger projects and report to stakeholders so that progress and challenges are understood and addressed. • Manage key strategic projects for the School, including capital projects and process reviews • Provide a resource for colleagues to call on for guidance and support when delivering projects. <p>Overall Purpose of the job:</p> <p>As Project Support Assistant you will have the opportunity to engage in projects covering a wide range of departments and disciplines across the School, including Estates and IT environment.</p>	

With the support of senior colleagues in the School, you will assist in the delivery of key projects, from start to finish. You will be responsible for engaging with stakeholders and taking responsibility for discreet pieces of project work, in addition to supporting your colleagues as required. Your support will include financial administration and processing invoices on behalf of project managers, in addition to helping with the completion of key project documentations, including risk registers and action logs.

The Project Support Assistant role will also have responsibility for aspects of office management and administration. Reporting to the PMO Governance Officer, you will support with PMO reporting requirements to various boards and committees.

This ideal candidate will be ambitious, self-motivated, innovative and have aspirations to pursue a career in project management. The post holder will be committed to developing positive working relationships and have excellent organization skills. The ability to show initiative and think ahead is essential, as is the ability to work in a fast paced and changeable environment.

The post holder will be expected to undertake further training and development as part of their role, and will be expected to identify their training needs and flag as required to their line manager.

Principal Duties and Responsibilities

Project Support

- *Working with the guidance of the PMO Governance Officer to ensure the smooth running of projects, through discussion, planning, reporting, setting up of meetings, evaluation and communication*
- *Providing financial admin support to all project managers*
- *Providing consistent administrative support on a complex School projects, as well as offering additional support to other projects in the department.*
- *Taking minutes and recording actions from project meetings as required, including the Strategic Project Advisory Group.*
- *Updating SharePoint with key project information and PMO resources*
- *Working closely with PMO project managers to provide support and administrative assistance when required*
- *Administer PMO SharePoint sites and support colleagues with set up and maintenance of workspaces.*

Project Management

- *Managing small scale IT or Estates projects from initiation to completion*
- *Using knowledge of PRINCE2 methodology and applying this to work undertaken*
- *Supporting Project Management best practice, by ensuring project databases are kept up to date with relevant information and supporting colleagues with this.*

Teamwork

- *Working with PMO team members and colleagues across the School to provide support for project delivery*
- *Developing effective working relationships with colleagues to enhance awareness of PMO functions and capabilities*

<ul style="list-style-type: none"> • <i>Using initiative and proactive working to support colleagues with project delivery.</i>
<p>Service Delivery</p> <ul style="list-style-type: none"> • <i>Undertaking general office administration including team meeting organisation, intranet maintenance and collating information for project updates.</i> • <i>Assist with monthly financial checking of highlight reports, be able to use aegresso to generate relevant reports to ensure spend is correctly reported</i>
<p>Planning and Organising</p> <ul style="list-style-type: none"> • <i>Liaising with colleagues across the School to arrange project meetings</i> • <i>Providing administrative support for meetings and taking responsibility for room bookings and catering.</i> • <i>Working with the Head of PMO to support monthly team meetings and overseeing scheduling in line with team member's diaries.</i>
<p>Additional Information</p> <ul style="list-style-type: none"> • <i>Undertaking other general administrative work requested by relevant Head of Professional Service or other senior colleague as necessary.</i> • <i>Contributing to general activities of the School that contribute to the School's overall objectives</i> • <i>Ensuring compliance with data protection legislation and the School's relevant information assurance policy and procedure at all times.</i>

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.

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

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Competency	Evidence	Essential / Desirable	Tested
Education, Qualifications and Training	<ul style="list-style-type: none"> Educated to A Level standard or equivalent 	E	A
	<ul style="list-style-type: none"> Level 4 Associate Project Manager Qualification (APMQ) or equivalent 	E	A
	<ul style="list-style-type: none"> PRINCE2 Foundation qualification 	D	A
Experience	<ul style="list-style-type: none"> Administration experience, preferably working in a team and communicating with a wide range of people 	E	A
	<ul style="list-style-type: none"> Excellent listening, written and oral communication skills including the ability to adapt oral and written communication methods and styles to suit the audience 	E	I
	<ul style="list-style-type: none"> Experience of providing support to financial processes in a business setting 	D	I
	<ul style="list-style-type: none"> Experience of managing multiple deadlines and conflicting priorities 	E	A
	<ul style="list-style-type: none"> Experience of supporting project board meetings and capturing outcomes and actions 	D	I
Knowledge	<ul style="list-style-type: none"> Knowledge of PRINCE2 Project management methodology and how it is applied in a PMO environment 	D	A
	<ul style="list-style-type: none"> Knowledge and understanding of different business disciplines in a work setting 	D	I

<p>Skills</p>	<ul style="list-style-type: none"> • Ability to think ahead and demonstrate effective problem-solving skills • Good level of numerical ability • Excellent interpersonal skills and the ability to deal confidently and politely with face-to-face, telephone, written and email enquiries • Good standard of IT skills, including Microsoft Word, Excel, PowerPoint, and databases • Ability to adapt to a changing environment • Ability to plan, prioritize, and complete a challenging workload to agreed timescales • Ability to react appropriately to short and long-term issues and to be decisive • Ability to work pro-actively and with minimal instruction • Able to act on own initiative within agreed limits • Ability to remain calm, confident and professional • Ability to apply theoretical learning within a practical environment • Self-motivated and committed to achieving targets. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>I</p> <p>I</p> <p>I</p> <p>A</p> <p>A</p> <p>A</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to problem-solve and think creatively • Ability to use initiative, meet tight deadlines and manage own workload through effective prioritising and time management while working with attention to detail and accuracy • Ability to pass on instructions without losing clarity • Ability to encourage positive working relationships • Ability to work independently with minimal instruction and commitment to working as part of a team • Personal conduct, integrity and credibility that commands the confidence of senior managers and staff at all levels, external partners and stakeholders. • A pro-active self-starter able to manage multiple priorities within timescales • A clear commitment to learning and progression 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>A</p> <p>I</p> <p>I</p> <p>A</p> <p>I</p> <p>I</p> <p>I</p>

ASYLUM AND IMMIGRATION STATEMENT

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