

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
(University of London)



FACULTY OF INFECTIOUS AND TROPICAL DISEASES

DEPARTMENT OF CLINICAL RESEARCH

SENIOR PROJECT MANAGER

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

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

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

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources. Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

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

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

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

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

LSHTM performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and ranked 3rd in public health, 40th in clinical

medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health in the 2019 QS World University Rankings.

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

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

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

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

Faculty of Infectious and Tropical Diseases

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

Department of 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.

PROJECT INFORMATION

The Democratic Republic of the Congo (DRC) is currently experiencing the world's second-largest ever recorded Ebola outbreak in North Kivu and Ituri Provinces. In response to the urgent public health need raised by the epidemic, a global consortium is supporting the Government of the DRC to introduce a second investigational Ebola vaccine as part of ongoing efforts to contain the outbreak in eastern DRC. The large-scale clinical trial is designed to help prevent the spread of the epidemic beyond the currently affected areas in eastern DRC, and if possible, gather crucial information about the effectiveness of the vaccine to be better prepared to fight Ebola in the future.

This dynamic full-time post based in London offers an exciting opportunity to work with a global consortium led by the DRC Ministry of Health and Institut National de Recherche Biomédicale, and including the London School of Hygiene & Tropical Medicine (Study Sponsor); the Coalition for Epidemic Preparedness Innovations; Janssen Vaccines & Prevention B.V.; Médecins Sans Frontières; and Epicentre.

JOB DESCRIPTION

Job Title:	Senior Project Manager
Department:	Department of Clinical Research
Faculty:	Infectious and Tropical Diseases
Location:	London School of Hygiene and Tropical Medicine, with travel to the DRC
FTE:	1.0 FTE
Grade:	PSP 7
Accountable to:	LSHTM Sponsor Co-Principal Investigators
Line manager:	Professor Deborah Watson-Jones

Principal Responsibilities

We are seeking to appoint an experienced Senior Project Manager to be responsible for the overall administration, financial management and co-ordination of the DRC-EB-001 Study and staff at LSHTM. She/he will be based at LSHTM and will work with the Sponsor Co-Principal Investigators at the strategic level to ensure the project reaches its objectives and expected impacts.

The post will include periodic overseas travel to DRC to liaise with and support study partners, beneficiaries, sub-contractors, and the funder (Coalition for Epidemic Preparedness Innovations [CEPI]).

The major tasks and responsibilities of the post are in the areas of management strategy; internal communications; project monitoring and reporting; financial management; administrative management; contractual management; committee management; human resources management; liaison; personnel management and internal information systems.

She/he will report to the Sponsor Co-PIs.

Main Duties

Management Strategy

- Develop, maintain, track progress and report against an overarching DRC-EB-001 Study project plan that incorporates the objectives, activities, responsible parties, dates, and key milestones of the various stakeholders.
- Develop a strategy for the management of the project's activities in conjunction with the Sponsor Co-PIs, study partners, and the DRC-EB-001 Study Management Committee, ensuring management structures are transparent.
- Develop a Risk Management Strategy to identify and manage potential risks for the project.
- Establish and maintain good working relationships with study partners.
- Contribute to the management and development of the project and assist the Sponsor Co-PIs in achieving the objectives on time, within budget, and keeping the project in scope.

Internal communications

- To work with study partners to develop and execute an internal communications strategy to ensure that the DRC-EB-001 Study staff and collaborators are regularly informed about the objectives, activities and outputs of the project.
- To liaise with LSHTM Communications and Engagement department to ensure delivery of the project's communications objectives.
- Ensure regular web/audio conferences to support Work package collaboration and interactions.

Project Monitoring and reporting

- Monitor the progress of the project in terms of deliverables, milestones etc. using dedicated project management tools.
- Monitor the Intellectual Property Rights (IPR) principles as laid down in the Consortium Agreement.
- Organise monthly progress meetings with study collaborators.
- Assist the Sponsor Co-PIs in drafting progress reports for CEPI and other collaborators and ensuring that these are produced and submitted on time.

Financial management

- Take responsibility for the strategic management and control of all budgets held by the project and ensure all procedures are in line with LSHTM regulations, liaising with the School's Research Operations and Finance Offices.
- Ensure that robust systems are in place to control all project budgets and that these are in line with both the School and the funders' regulations, liaising with Finance Office and funders' project officers as required.

- Ensure appropriate allocation of project funds between the School and beneficiaries and clinical trial partners, taking a lead role in negotiations, liaising with the School's Research Operations and Finance office.
- Be the primary source of advice for the Sponsor co-PIs on all matters relating to management and allocation of financial resources.
- Responsible for drafting, re-profiling and updating project budgets and preparing budget statements.
- Responsible for supervision and surveillance of all expenditure against budget and activities (day to day expenditure may be devolved to nominated budget holders).
- Prepare summaries of project finances for the Sponsor Co-PIs, the DRC-EB-001 Management Committee and CEPI, as needed.
- Establish robust systems to monitor and follow-up any variances of expenditure against budget.
- Responsible for administration and consultancy agreements.

Administrative management

- Proactive and innovative development and establishment of systems, procedures and tools to manage the complexity of a high-value, high-profile grant.
- Advise the Sponsor Co-PIs of potential operational and strategic problems, offer sound solutions and assist in implementing the resultant decisions.
- Oversee project procurement and shipping to ensure value for money and compliance is achieved in the procurement of goods and services.
- Establish and maintain the DRC-EB-001 Study address books including an extensive index of mailing lists and contact details for over 100 addressees.

Contractual management

- Responsible for the review, negotiations and administration of agreements including Grant Agreements, Memoranda of Understanding, Clinical Trial Agreements, Term Sheets and consultancies, in liaison with LSHTM's Research Operations Office.

Committee management

- Assist to establish (including formulating terms of reference) governing bodies in the DRC-EB-001 Study e.g. the Project Management Committee. Oversee the provision of secretariat support to the study governing bodies and monthly LSHTM study meetings (secretariat functions may be devolved to Project Manager managed by the Post Holder).

Human Resources management

- Manage the recruitment process for LSHTM-employed DRC-EB-001 Study project staff ensuring LSHTM procedures are adhered to.
- Draft job descriptions and HERA assessment forms for clinical, academic and professional support staff.

- Advertise posts, establish interview panels and Interview Boards, facilitate the assessment process (shortlisting and interview) and assist with induction of new staff.
- Line manage the Assistant Project Manager and other staff members as requested by the Sponsor Co-PIs, including advertising, recruitment, induction, monitoring probationary periods, appraisal, staff development and training, ensuring LSHTM procedures are adhered to.
- Develop and establish systems for staff records management including overseas allowances, funding, and contract extensions.
- Maintain a database of all project staff including job descriptions, CVs, duration of contracts, timesheets and teaching commitments as well as travel, holiday and sickness absence and ensure that the Departmental Administrator is advised of all necessary additions and changes.

Networking

- Liaison at a senior level with major funders and partners of strategic and reputational importance for LSHTM including INRB, DRC MOH, CEPI, MSF, Epicentre, and Janssen Pharmaceuticals.
- Establish and maintain good working relationships with clinical trial partners in DRC.
- Undertake occasional trips to visit study sites overseas attending kick-off meetings, regular working meetings and Program Management Committee meetings.

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 managers.

The post-holder will be responsible and accountable for ensuring that 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

Essential

- Higher degree or equivalent professional experience.
- Significant proven experience of management in an academic, non-governmental organization or a business with a substantial turnover.
- Significant financial management experience including preparing, reprofiling and monitoring budgets.
- Significant proven experience of grant management and reporting to funders.
- Excellent written and oral communication skills in English.
- Strong organisational skills with the ability to prioritise and delegate effectively.
- Advanced working knowledge of the MS Office Suite, Management Information Systems and software relevant to grant management.
- Extensive experience of providing effective leadership in a multi-disciplinary team incorporating finance, administration, human resources and procurement.

Desirable

- Written and oral communication skills in French.
- Relevant experience in low and middle income countries.
- Proven track record of capacity development for administrative teams in low resource settings.
- Proven ability to lead, manage and motivate a team.
- Experience of engagement with stakeholders.

SALARY AND CONDITIONS OF APPOINTMENT

This dynamic post offers an exciting opportunity to contribute to a study designed to help prevent the spread of the current Ebola epidemic and to be better prepared to fight Ebola in the future. Given the urgent public health need raised by the epidemic, the post will be initially funded until 31 December 2019, which covers the project's initial funding phase, with a potential extension of the role to cover the project's full 2-year duration (31 October 2021) if implementation funding agreements are signed.

This is a full-time post based in London with travel to the Democratic Republic of the Congo. Salary is on the Professional Support Scale Grade 7 in the range of £46,704 - £52,570 per annum (inclusive of London weighting). Appointment of salary will normally be at the minimum of the grade. Annual leave entitlement is 30 working days per year for full-time staff. In addition to this there are fixed-date "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

Date compiled: October 2019