

## Project Administrator



<b>Job Title:</b>	<b>CUSSH Project Administrator</b>
<b>Department:</b>	Public Health, Environments and Society
<b>Faculty:</b>	Public Health & Policy
<b>Location:</b>	15-17 Tavistock Place, London, WC1H 9SH
<b>FTE:</b>	0.5FTE, 17.5 hours per week
<b>Grade:</b>	PSP4 point 21
<b>Accountable to:</b>	Rachael Parker
<b>Job Summary:</b>	<p>Project administrator Wellcome Trust project: <i>Complex Urban Systems for Sustainability and Health (CUSSH)</i></p> <p>We are seeking to appoint a project administrator to join the environment and health research team at LSHTM to work on a large international project funded by the Wellcome Trust entitled <i>Complex Urban Systems for Sustainability and Health (CUSSH)</i>. The aim of CUSSH is develop evidence on how to achieve the far-reaching transformation of cities needed to address vital environmental imperatives for population and planetary health in the 21<sup>st</sup> century. It involves an international consortium of research teams led by University College London (UCL) in partnership with the London School of Hygiene &amp; Tropical Medicine. It will focus on work with six cities: London (UK), Rennes (France), Nairobi and Kisumu (Kenya) and Beijing and Ning-bo (China).</p> <p>The post-holder will be required to take responsibility for managing the smooth running of the project in liaison with a full-time project manager based nearby at University College London. His/her responsibilities will be to support LSHTM Lead investigator and Project Scientific Director, Professor Paul Wilkinson, specifically with regard to: liaison with project partners; the scheduling and organisation of meetings and other project activities; assisting in making travel and other logistical arrangements; taking responsibility for financial management of the project; good record keeping and management of project documents, including publications; the maintenance of materials for the project website; and for communication among project members, with the funder, outside researchers and members of the public.</p> <p>Suitable candidates are likely to have a background in administration, ideally in the academic sector.</p>

## 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 £110 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. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is a member of the M8 Alliance of Academic Health Centres, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

### **Faculty of Public Health and Policy**

The Faculty of Public Health & Policy is responsible for research and teaching in the policy, planning and evaluation of health programmes and services. Its interests are both national and international, encompassing industrialized, and less developed countries. The Faculty has three research departments:

- Health Services Research and Policy
- Global Health and Development
- Public Health, Environments and Society

Each department is multidisciplinary, containing about 50 - 70 academic staff representing medicine, statistics, epidemiology, sociology, economics, anthropology, operational research, psychology, nursing and history. Each department is responsible for its own research. The School has adopted a rotating system of management for its academic departments and faculties. The management of a department is under the control of the Department Head, appointed by the Director for a period of three years in the first instance. The Faculty Head is appointed in a similar manner but for an initial period of up to five years.

The Faculty currently has a staff of 43 Professors, 50 Associate professors, 78 Assistant professors, 95 Research Fellows, 18 Research Assistants, about 40 computing, administrative and secretarial staff, and over 100 honorary staff.

### **Department of Public Health, Environments and Society (PHES)**

The Department (headed by Professor Chris Bonell) is one of three in the Faculty of Public Health and Policy and is based at Tavistock Place. PHES carries out internationally renowned research into the social and environmental determinants of health and the evaluation and analysis of public health policy. It has a strong multi-disciplinary focus, with researchers from the fields of epidemiology, anthropology, history, health economics, mathematical modelling, medicine and ethics, political science, sociology and statistics. Its principal research themes include: Drug use and health behaviour; Health promotion; Reproductive and sexual health; Environment and health; Ethics, public health and human rights; Globalisation and health; Health impact and decision analysis; History and health; evaluation; and Social medicine.

## Teaching

The Faculty of Public Health and Policy is responsible for organizing a one year Master's course in Public Health, which allows students to take a general MSc in Public Health, or to follow one of the following streams: Environment and Health, Health Economics, Health Promotion, Health Services Management, or Health Services Research. The Faculty also jointly teaches MSc Public Health in Developing Countries and MSc Control of Infectious Disease (with the Faculties of Infectious and Tropical Diseases and Epidemiology and Population Health), and MSc Health Policy, Planning and Financing (jointly with LSE). Master's courses are organized in a modular format across the whole School. One of the growing areas of Faculty teaching is in the distance-based MSc in Public Health, introduced in 2005/6. In the current year the Faculty is responsible for about 271 students on the MScs mentioned above, and 545 distance based students. The Faculty has also reorganized and expanded its research degree (MPhil/PhD; DrPH) training. Currently there are about 108 students and 23 staff members registered for a research degree.

## **JOB DESCRIPTION**

### **Main Activities and Responsibilities**

1. To take responsibility for managing the smooth running of the CUSSH project in liaison with a full-time project manager based at UCL;
2. To liaise with project partners in the UK and internationally;
3. To assist in the scheduling and organisation of meetings and other project activities;
4. To make travel and other logistical arrangements;
5. To take responsibility for financial management of the project;
6. To ensure good record keeping and management of project documents, including publications, reports and other outputs;
7. To maintain materials for the project website;
8. To ensure good communication among project members, with the funder, outside researchers and members of the public;
9. To work flexibly to meet project deadlines;
10. To work in close collaboration with other members of the project team at LSHTM and partner institutions as required.

### **INTERNAL CONTRIBUTION**

11. To liaise with other members of School staff, outside the immediate work team;
12. To respond to internal and external requests for information about the research project;
13. To provide and update quarterly a personal page on the School's website.

### **PROFESSIONAL DEVELOPMENT & TRAINING**

14. To undertake and successfully complete mandatory training required by the School as appropriate to the role;

## GENERAL

All staff are free within the law to question and test received wisdom, and put forward new ideas and controversial or unpopular opinions, to enable the School to engage in research and promote learning to the highest possible standards.

All staff at LSHTM are also expected to:

1. Act at all times in the School's best interests;
2. Treat School staff, students and visitors with courtesy and respect at all times;
3. Comply fully with School policies, procedures and administrative processes relevant to the role, including when acting as Principal Investigator, accepting academic, managerial, financing and ethical responsibility for a project
4. Uphold and support the School's values (as set out in the School Strategy document);
5. Act as ambassadors for the School when hosting visitors or attending external events.

*The above list of duties is not exclusive or exhaustive and the role holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the role.*

*Role descriptions should be regularly reviewed to ensure they are an accurate representation of the role.*

## **PERSON SPECIFICATION**

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

### **ESSENTIAL CRITERIA (E)**

1. Experience of administration;
2. Familiarity with financial management of project budgets;
3. Good written and spoken English;
4. Good numerical skills;
5. Ability to use essential software including email, MS Word, Excel, Powerpoint

### **DESIRABLE CRITERIA (D)**

6. Experience of supporting academic staff in the management of research projects;
7. Knowledge and experience of the higher education academic environment;
8. Educated to degree level or equivalent experience;
9. Experience of assisting in compiling project reports;
10. Ability to collaborate effectively as part of a multi-disciplinary team

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 end of January 2022, and is part-time (0.5FTE, 17.5 hours per week). The salary will be on the Professional Support scale grade 4, point 21, £28,751 per annum pro rata (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.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Applications should also include the names and email contacts of two referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10 pm of the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk). Please quote reference PHP-SEHR-2018-06.

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.

## **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 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.