

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

**LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE**



FACULTY OF INFECTIOUS AND TROPICAL DISEASES

CLINICAL RESEARCH DEPARTMENT

Project Administrator

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 Centers, 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 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 four large research departments comprising: Pathogen Molecular Biology, Immunology and Infection, Disease Control, and Clinical Research. 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.

Teaching

The School offers 19 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. Five 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 Commonwealth Eye Health Consortium (Director – Professor Matthew Burton) is a group of eye health organisations from several Commonwealth countries working together to deliver an exciting, integrated, five-year programme of fellowships, research and technology which aims, over the long-term, to strengthen eye health systems and quality of eye care throughout the Commonwealth. Worldwide there are

285 million visually impaired people, of whom 39 million are blind. Yet 80% of blindness and visual impairment is curable or treatable. Good quality eye care is a scarce resource for millions of people across the globe, including in many Commonwealth countries: <http://cehc.lshtm.ac.uk/>

JOB DESCRIPTION

| | |
|------------------------|----------------------------------|
| Job Title: | Project Administrator |
| Department: | Clinical Research Department |
| Faculty: | Infectious and Tropical Diseases |
| Location: | Keppel Street |
| FTE: | 1.0 full-time |
| Grade: | PSP Grade 4 |
| Accountable to: | Projects & Finance Manager |

The successful applicant will be responsible for providing financial, logistical and administrative support in collaboration with managers, researchers and educators based in London with activities at a number of overseas locations. The post-holder will be a member of the Disability and Eye Health Group's (DEHG) Professional Support Team and will support the administration of a number of research and education projects.

The Disability & Eye Health Group (DEHG) combines the International Centre for Eye Health (ICEH), the International Centre for Evidence in Disability (ICED), the Commonwealth Eye Health Consortium (CEHC), and the Hearing Group. The Disability and Eye Health group's main aims are to develop expertise and evidence about disability, leading to scalable interventions and translation of knowledge into policy and practice; to improve eye health and eliminate avoidable blindness, through capacity building, development of knowledge, technology and tools; and to raise awareness, promote research and support education in ear and hearing health.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Finance administration

- Monitor payments against approved payment profiles and arrange the transfer of collaborator payments
- Complete inter-account transaction journals and collate and submit evidence of expenditure
- Monitor expenditure against budgets, including preparation of variance reports and assisting with forecasting future expenditure
- Develop capacity to analyse budgets, including understanding of spreadsheets, formulas and budget forecasting
- Arrange payment of staff expenses ensuring costs are appropriately receipted and accounted
- Understand and adhere to the Financial Regulations of LSHTM and funding organisations

Communications

- Contribute to drafting written materials, such as weekly Group updates, newsletters, annual reports and other documentation related to research and education activities

- Contribute to drafting content for group and project websites and assisting with management of social media platforms
- Develop and maintain good working relationships with funding organisations and collaborators liaising on financial, contractual and administrative issues

Teamwork & Motivation

- Become an active member of Disability and Eye Health Group staff and professional support team, and contribute actively to the meetings, including chairing occasional meetings
- Build effective working relationships with funders, collaborators and colleagues
- Build positive and effective team working relationships with internal LSHTM Central Services such as Research Operations, Finance and HR.
- Contribute positively and actively to research and education project activities by supporting team management, financial and administrative processes
- Support the organisation of team and external meetings and communications between project staff and other internal and external stakeholders

Liaison and Networking

- Liaise with collaborators, sub-contractors, funding organisations, visitors, staff and students, dealing with administrative enquiries or directing queries to the appropriate project staff member
- Attend grant related meetings and workshops as required
- Liaise with current and potential funding organisations and collaborating institutions on financial, contractual and administrative issues, providing timely responses to queries or escalating enquiries to the appropriate team member
- Assist with organising and minute taking of group and project financial and coordination meetings alongside other project coordinators/administrators and colleagues

Service Delivery

- Provide timely and high quality administrative support to project committees/meetings including Steering Committee and research management group meetings
- Liaise with managers and PIs, and provide administrative and financial support for the preparation and collation of material for grant applications
- Attend Group, Department and Faculty meetings; providing holiday cover for other professional support staff
- Provide office administration support as a member of the DEHG Professional Support Team
- Respond to requests from the Projects & Finance Manager and Department and Faculty Operating Officers on administrative matters
- Adhere to Faculty and School policy and procedures at all times
- Undertake any other duties related to the post as requested by the line manager
- Provide guidance to staff and PhD students on financial and administrative policies and procedures
- Assist staff and PhD students with library requests, completing relevant forms, checking their ethical approvals, travel insurance etc
- Provide assistance to the Principal Investigator, such as scheduling meetings and travel

Decision Making

- Assist managers and PIs to make informed decisions about spending on budgets, procurement and shipping options, organisation of internal and external meetings, and flight bookings
- Trouble-shoot issues related to spending against budgets, expenditure, meetings arrangements and shipping

- Make operational decision about your own work, whilst also identifying tasks that require further input from relevant colleagues or managers

Planning and Organising Resources

- Provide administrative and logistical support to programme and research colleagues based in London and overseas locations, including booking and organising flights and accommodation, arranging visas and reimbursing staff expenses
- Arrange UK based and overseas training visits, project meetings, workshops, and tele- or video- conference calls, including preparing meeting budgets, arranging travel for multiple attendees, booking overseas hotels and conference facilities, coordinating agendas, booking rooms, arranging catering, payment of invoices and all other associated logistics
- Support the recruitment process for new staff members, gathering example JDs, scheduling interviews and timetables, and providing salary costings on pFact (LSHTM's project costing tool), in collaboration with staff in HR
- Support the set-up of visitors and new staff ensuring appropriate access to desk space and computers, arranging IT set up, and undertaking health and safety induction
- Support the drafting of agendas, supporting papers and taking minutes for conference calls and other meetings, ensuring action points are followed up in collaboration with the PI or project lead
- Obtain quotes from suppliers, processing orders and coordinating shipment of equipment and supplies overseas, including liaison with freight, procurement and courier companies

Initiative and Problem Solving

- Respond flexibly and positively to changes in LSHTM processes and policies related to finance, HR, procurement and administration, presenting options or solutions to managers and PIs
- Deal proactively with administrative and logistical problems which could have significant repercussions to the project or Group e.g. delays in payments to collaborators or problems with meeting and flight schedules

Analysis and Research

- Support the collation of material for grant applications ensuring that grant applications meet LSHTM policy and process and funder terms and conditions and deadlines
- Become familiar with LSHTM Research Operations, Finance Office and HR policy and procedure

PERSON SPECIFICATION

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

ESSENTIAL & DESIRABLE CRITERIA:

| Competency | Evidence | E/D |
|--|---|-----------------------|
| <i>Education, Qualifications and Training</i> | <ul style="list-style-type: none"> Higher education to degree level or equivalent, or substantial relevant experience | D |
| Experience | <ul style="list-style-type: none"> Experience in the administration of multi-partner projects. Experience with establishing/maintaining project management tools such as guidelines, procedure manuals, reporting templates etc. Experience in monitoring large and complex budgets and preparing financial reports. Proven administrative and organisational experience including coordinating logistics for events and committee meetings both in the UK and overseas Relevant experience in an NGO, academic institution or scientific environment. | E E E E D |
| Knowledge | <ul style="list-style-type: none"> Excellent written and oral communication skills including experience of writing reports. Excellent organisational skills including an ability to organise and prioritise a busy workload and meet deadlines. Excellent IT skills including the use of word processing packages and Excel. | E E E |
| Personal Qualities | <ul style="list-style-type: none"> Excellent interpersonal skills with the ability to develop and maintain effective working relationships with individuals from different backgrounds and cultures. Experience of and interest in developing countries Willingness to undertake occasional UK or non-UK related travel | E D D |

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 by the Queen Elizabeth Diamond Jubilee Trust until 31st May 2019 and is available immediately. Salary is on the Professional Support Grade 4 scale in the range £28,751 - £32,705 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 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.