

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

FACULTY OF INFECTIOUS AND TROPICAL DISEASES

DISEASE CONTROL DEPARTMENT

PROJECT MANAGER

FURTHER PARTICULARS



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 Disease Control (Head: Professor James Logan)

This multidisciplinary Department includes epidemiologists, entomologists, anthropologists and social scientists, clinical scientists, public health engineers and geographers. This range of expertise provides us with a battery of tools for focusing on the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in developing countries. Much of the research can be categorised as: evaluating disease control interventions; investigating implementation strategies - including working with the private sector; understanding the factors underlying household behaviour in relation to family health; or determining how control resources can be targeted most efficiently. Particular attention is paid to research directed at current health policy issues, including the gap between policy and practice.

The Department's Environmental Health Group plays a leadership role in research and operational support for hygiene behaviour change, household water supply and sanitation. Three key programmes which contribute to the work of the Group are the DFID funded consortium Sanitation and Hygiene Applied Research for Equity (SHARE), the Hygiene Centre (Unilever) and the improved sanitation randomised, controlled field trial jointly funded by the Bill & Melinda Gates Foundation and International Initiative for Impact Evaluation (3ie).

The Department houses the largest research group in LSHTM working on malaria control. Ongoing projects include: research capacity strengthening in Africa through the work of the Malaria Capacity Development Consortium (MCDC); novel approaches to combating malaria in pregnancy (MiP) in both Africa and India; a number of projects which develop and evaluate delivery mechanisms to improve ACT access, targeting, safety and quality, all funded by the ACT Consortium. In addition, staff are involved in studies of Seasonal Malaria Chemoprevention (SMC) in West Africa and are supporting work on the large Phase 3 clinical trial study of the RTS,S malaria vaccine in children.

The Department is world-leading in applied entomology and insect borne diseases, and has provided a testing service for control products for over 20 years. The Arthropod Control Product Test Centre Arctec provides access to the Department's valuable mosquito colonies and in-house facilities for testing of repellents, insecticides and after-bite treatments. Its entomological field sites in Tanzania, Benin, The Gambia and Kenya are involved in a variety of vector borne disease control trials. The PAMVERC alliance between LSHTM and African partners work in partnership with WHO and the manufacturing industry on product

development and evaluation under laboratory and semi-field conditions and in community trials.

Staff from the Department lead on studies investigating how meningococcal meningitis is spread in Africa and the impact of a new serogroup meningococcal A vaccine on reducing transmission (MenAfriCar Consortium). Staff are also assisting in the evaluation of the impact of introduction of a pneumococcal conjugate vaccine into the routine EPI programme of The Gambia and in the initial testing of a new pneumococcal protein vaccine in the same area.

Also based with the Department is the IDEAS (Informed Decisions for Actions) project, which aims to improve the health and survival of mothers and babies through generating evidence to inform policy and practice. The Department also includes a major grouping of researchers using spatial analysis in public health.

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.

JOB DESCRIPTION

Job Title:	Project Manager
Department:	Disease Control
Faculty:	Infectious and Tropical Diseases
Location:	Keppel Street, London
FTE:	Full time (1.0)
Grade:	PSP 5
Accountable to:	Mary Cameron (PI – SPEAK India) and Mary Marimootoo (DOO)

Overall Purpose of the job
The post holder will be responsible for providing efficient administrative, logistical and financial support of a portfolio of research projects from set-up to closure. Several of these projects may have multiple overseas collaborators and/or complex funder requirements. The post holder will develop a good understanding of the funder terms and conditions for the project(s) providing sound advice and ensuring compliance to these and the school

policies and procedures, including the Financial Regulations. The post holder will be a member of the department administration team reporting to the Departmental Operating Officer and be accountable to the Principal Investigators within the department.

The role holder will be expected to:

Project Coordination

- Oversee all non-scientific aspects of projects in the portfolio.
- Prepare and collate material for research grant applications; creating pFACT costings, completing funders' web-based forms and ensuring that applications are submitted according to the funding regulations.
- Identify funding opportunities for future research and advise on internal and external guidelines and requirements.
- Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/invoicing requirements and audits.
- Liaise with Research Operations over contractual agreements, expenditure and financial reporting.
- Act as a point of contact for funders in relation to the administration of projects where sub-contracts are held in the UK or overseas.
- Coordinate, and participate in, leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences.
- To continue to develop project plans for SPEAK India, track progress, and assist the PI and Co-PI to achieve outcomes on time, on budget and within scope.
- To monitor and co-ordinate the governance of SPEAK India's research work; ; lead on developing the governance strategy, ensuring compliance by all project staff, and oversee their annual review
- To develop and maintain SPEAK India's risk register, and advise on mitigation strategies.
- To help manage all aspects of the transition between SPEAK India Phase 1 and Phase 2, including reporting, finances, communications and alignment of the two grants.
- To be responsible for SPEAK India's adherence to costing best practice including ensuring the project's value for money, and cost effectiveness
- To manage the interface between sub-awardees, academic staff and LSHTM central services in the development and execution of contracts for research and consultancy. This includes negotiating budgets and scopes of work.
- To develop systems to ensure effective monitoring and timely technical and financial reporting of sub-awards, and ensure prompt payment for services delivered.
- To lead the preparation and on-time submission of annual financial and technical reports to funders, and any interim reports as required, liaising with academic staff and LSHTM central services.

Staffing

- Assist in the recruitment process for new staff members including drafting job descriptions and HERA job evaluations, arranging interviews and participating in shortlisting/interview panels as appropriate.
- Pro-actively identify where there are staff funding shortfalls, making

recommendations to the Principal Investigator.

- Prepare Payroll Funding Variation Forms (PFVFs) to extend staff contracts and change funding or full time equivalent (FTE).
- Assist in the induction and training and of new staff or temporary administrative staff within the team.
- To oversee the management of a project staff database including job descriptions, CVs, duration of contracts, teaching commitments, travel, holiday and sickness absence, in conjunction with the Departmental Operating Officer as appropriate.

Other

- Where appropriate, undertake visits to overseas project sites and collaborating institutions to improve administrative and financial systems.

This list is not exhaustive and the post holder will be expected to carry out duties in line with these responsibilities.

Principal Duties and Responsibilities

Communications

- Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators.
- Liaise with PIs to establish their funding application needs, assisting with Letters of Intent (Lols) and project costings on pFact.
- Liaise between the Research Operations Office (ROO) and the PI when a project is awarded to ensure a timely set up, ensuring award letters are passed to ROO and the budget is accurately loaded onto Agresso.
- Liaise with funders in regards to application submissions and projects.
- Liaise with Research Operations, Human Resources, Procurement and other Professional Service Departments to deal with queries and resolve issues.
- Draft agendas, supporting papers and take minutes for leadership team conference calls and other meetings, ensuring action points are followed up.
- Maintain webpages, including updating project and output/work package information and other communications materials.
- Respond to requests from the school press office and other sources regarding press and other enquiries.
- Drafting, coordinating and being responsible for the timely submission of the financial reports, including reviewing partner institutions' reports, to respective funding organisations
- Contribute to drafting written non-scientific elements of annual reports, other documentation relating to the research project and communication, promotion and dissemination documents (e.g. newsletters).
- Take an active role and represent projects/the Department at both internal and external meetings.
- To manage SPEAK-India assembly meetings, and Steering Group meetings, with the SPEAK-India secretariat.

- To represent SPEAK India at meetings and with collaborating institutions as required. To co-ordinate activities of the SPEAK India Secretariat.

Teamwork and Motivation

- Develop and maintain good working relationships with school staff, funding organisations and suppliers, liaising on financial, contractual and administrative issues.
- Establish relationships and ensure effective communication with collaborators, some of whom may be based overseas.
- Provide advice and guidance on the administrative and financial aspects of the project to project team members and collaborators and ensure they know what is expected of them and when.
- Provide cover for team members as appropriate and take on additional projects when there is capacity.

Liaison and Networking

- Help develop and maintain internal and external research networks and develop a knowledge of the project stakeholders.
- Liaise and build relationships with project staff at the school and at collaborating institutions.
- Respond to requests and provide project information as required, to Principal Investigators, the Departmental Operating Officer and other department staff as well as the Research Operations Office.
- Liaise and build good relationships with staff in Professional Services Departments, including HR, Finance and Research Operations.
- Support staff based overseas to operate effectively and in compliance with the school's human resources and financial policies and procedures.

Service Delivery

- Provide administrative and logistical support to the project(s) as required, to include: organising travel, visas and the reimbursement of expenses, arranging project meetings, workshops and conference calls, ordering stationery and supplies.
- Proactively manage the project budget(s), which may include budgets over a million pounds, maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
- Understand and adhere to the school Financial Regulations and funder regulations.
- Arrange for the transfer of payments to collaborators and manage payments against an approved payment profile.
- Obtain quotes from suppliers, processing orders and coordinating shipment of equipment, laboratory consumables and other supplies to overseas sites, including liaison with recipient, procurement and courier companies.
- Prepare and collate material for research grant applications; creating pFACT costings, completing funders' web-based forms and ensuring that applications are

submitted according to the regulations of the funder.

- Adhere to school policies and processes e.g. recruitment, pFACT financial costing tool, Agresso financial monitoring tool, change of funding etc.
- Act as the primary point of contact for the project(s) for staff, students, visitors, collaborators etc. responding promptly to requests or referring as appropriate.
- Provide team members with up-to-date information on activities, including progress against deadlines.
- Be proactive and meet agreed outcomes e.g. organising meetings, updating project information/guidance etc.

Decision Making

- Take independent decisions using own knowledge in conjunction with written guidelines/checklists and templates.
- Provide guidance to the Principal Investigator and project team on matters relating to project finance, administration, logistics etc.
- Respond to financial queries from funders and collaborators on behalf of the Principal Investigator and in liaison with Research Operations.
- Take a lead in meeting on topics relating to finance and administration (as appropriate).
- Make decisions relating to budget and expenditure, including staff funding.
- Make a contribution to collaborative decisions about project-related matters thorough active participation in project meetings and discussions with the Principal Investigator and team members.
- Contribute to strategic/management decisions.

Planning and Organising

- Active organisation and participation in the projects within the Department
- Assisting the PIs by being responsible for the planning and organising of recruitment of Project staff, including drafting job descriptions and job evaluation (HERA)
- Providing information and advice to new staff members through the induction process
- Conducting the induction and training of new team members or temporary administrative staff within the team
- Monitoring all matters relating to staffing, including extending staff contracts, probationary periods, appraisals and end-of-contract interviews (where required), reporting status to the Departmental Operating Officer
- Advising the PIs on the potential new grant proposals
- Managing, overseeing and supporting the administrative and logistical aspects of any PI travels, meetings and workshops, from sourcing relevant supplier(s) to meet the team's needs to making informed decision on the best quote to acquire, and ensuring travelling staff have relevant insurance in place
- Contribute to the strategic trajectory of projects; discussing budgetary, staffing, space and supplies issues and the sustainability beyond the current grant lifecycle.
- Plan, prioritise and organise own work/resources to achieve agreed objectives.
- Assess each task for urgency/importance and create a work-plan.
- Develop and maintain information management systems for appropriate administration of the project(s).

Initiative and Problem Solving

- Identify or anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions.
- Regularly be expected to solve standard problems by following set procedures/guidelines, for example, responding to queries from the Principal Investigator, team members, collaborators and Professional Services.
- Determine when appropriate to escalate issues to the Department Operating Officer, the Principal Investigator or someone with specialist knowledge.
- Occasionally be expected to use initiative and creativity to identify and solve more unusual problems; interpreting school and funder policies and procedures and assessing the consequences of various courses of action.
- Identify funding opportunities for future research, advise on internal and external guidelines and how cost recovery can be maximised.

Analysis and Research

- Accurate entry of data/information e.g. research data spreadsheets, staff funding and requisitions.
- Provide financial management reports to the Principal Investigator, and advise on direction of spending and allocation of resources, including budget forecasting.
- Providing detailed analysis of income and expenditure, interpreting trends/patterns and making predictions.
- Pro-actively monitor staffing on projects, through staff forecasting and advise the Principal Investigator when funding shortfalls arise and work together to achieve a solution.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
- Assist with drafting and re-profiling budgets in the region of several million pounds.
- Researching, analysing, adhering as well as conveying important guidelines, requirements and procedures to the PIs and other team members (e.g. internal: LSHTM's HR procedures and policies, Financial Regulations; and external: financial reporting requirements of funding organisations etc)
- Draft budget justifications for requests for funding, budget re-profiles, uplifts and extensions.
- Review financial reports submitted by sub-contractors/collaborators to ensure the expenditure is in line with the budget and funding regulations, keeping own records of budget vs expenditure for each collaborator.
- Ongoing development, implementation and evaluation of the team's management administrative strategy to streamline procedures
- Work with Research Operations to complete detailed financial reports for submission to funding organisations, collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.
- Preparing and collating material for grant applications, ensuring that applications are submitted timely and according to the regulations of the funding organisation
- Locate specific articles/books/information as requested by the Principal Investigator e.g. library/intranet searches.

Additional Information

Other duties (as and when required)

- It is anticipated the post will reach a standard of expertise on pFact in order that they can train others within the Department/Faculty as required
- Project administrators are expected to work as part of a team and show awareness of other administrative roles in the Department. This will include covering periods of absence of others in the team, including cover for the Departmental Operating Officer.
- Adhere to Faculty and School policy and procedures at all times.
- Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- Contribute to general activities of the Department and School that help to promote the objectives of the school.

PERSON SPECIFICATION

Essential

- Higher degree in business, management or administration or equivalent experience
- Significant proven experience of management in an academic institution or similar environment
- Proven experience of negotiating contracts for research, consultancy or other services
- Significant experience of providing administrative / financial support for research projects, including proven ability to monitor a budget and prepare accurate costings, projections and reports in particular with Bill and Melinda Gates Foundation grants
- Excellent organisational skills including a proven ability to prioritise effectively
- Proven ability to lead, manage and motivate a team
- Excellent communications skills, including fluent written English
- Advanced working knowledge of the MS Office Suite, Management Information Systems and software relevant to grant management
- Proven ability to manage own workload, organising and prioritising tasks to meet deadlines
- Relevant experience in the Indian Subcontinent
- Willingness to travel to India

Desirable

- Experience of using project management tools and software.

SALARY AND CONDITIONS OF APPOINTMENT

The post is funded for one year, with the possibility of further extension subject to funding and is available immediately. Salary is on the Professional Support Grade 5 scale in the range £33,567 - £38,533 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 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.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points.