

COMMISSION MANAGER



Job Title:	Commission Manager
Department:	Department of Global Health and Development
Faculty:	Public Health and Policy
Location:	Tavistock Place, London London
FTE:	0.50 FTE
Grade:	PSP Grade 6
Reports to:	PI, Professor Kara Hanson
Accountable to:	Jack Butterworth, Department Manager
Responsible for:	Direct line management of: 1 x Communications Manager (with claims on contributions from Project Administrator)
Job Summary:	<p>The role holder will provide leadership for the financial, administrative, and operational activities of the Lancet Global Health Commission on Financing Primary Health Care and will be acting as a Deputy Head of the project. This is a high profile project that will deliver a Lancet Global Health Commission report, based on the work of 20-25 high profile Commissioners from around the world, a London core team of 5 academic staff and communications manager, and consultants from 6 countries. The position coordinates the London team, oversees the planning and organization of high impact Commission meetings, and has a critical outward facing role linking with stakeholders including the high profile Commissioners, the Lancet Global Health journal editors, and the funder (the Bill and Melinda Gates Foundation).</p> <p>The post-holder will be a member of the Financing PHC Commission team and work closely with the London core team to develop strategic planning and delivery, while ensuring that external opportunities for policy engagement and uptake are maximized and the tight timeline for delivering the report is respected.</p> <p>Three key areas of the role are:</p> <ul style="list-style-type: none"> • Project and finance management – Manage the inputs from across the commission partners (London team, Commissioners and Working Group, Consultants) to successfully deliver the Commission report and its effective dissemination to international audiences; Manage and monitor the £1.2 million Commission budget (income and expenditure) and contracts with consultants. • Funder and publisher liaison – Represent the Commission and establish professional relationships with the project team from the Bill and Melinda Gates Foundation and the Lancet Global Health editorial team, coordinating activities and managing relationships effectively and diplomatically • Leadership & management – Work alongside the PI to proactively shape interactions with Commissioners and Working Group, contributing to meeting agendas, capture of key ideas and research areas, shaping of key policy messages. Maintain clear channels of communication with high profile stakeholders and

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 3,300 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 1,200 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 70,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2019 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, first in Europe for publishing open access research, and first in Europe and eighth in the world for research impact in sciences (for the proportion of its total publications ranking in the top 10% of most cited research).

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. We ranked 27th for medicine in the 2019 QS World University Rankings.

In the 2019 Shanghai World Ranking we placed 201-300 overall, and ranked 4th in public health (1st in the UK), 17th in clinical medicine, and 76-100 in human biological sciences. 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 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 INFORMATION

Faculty of Public Health and Policy

The School is divided into three academic faculties, of which 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 low and middle-income countries. The Faculty has three research departments:

- Global Health and Development (where the post holder will be based)
- Health Services Research and Policy
- Public Health, Environments and Society

In the Faculty there are about 250 academic staff drawn from a variety of disciplines including 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 of Public Health and Policy is responsible for organizing a one-year Master's course in Public Health, which allows students to take either a general MSc in Public Health, or to follow one of several more specialised streams: Health Services Management, Health Promotion, Environmental Health or Health Services Research. The Faculty also jointly teaches the 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 the London School of Economics). Master's courses are organized in a modular format across the whole School. One of the growing areas of Faculty teaching is distance-based learning, with MScs in Public Health and Global Health Policy. In 2017/18, over 230 students were registered for our face-to-face Masters programmes and nearly 1600 students were registered for distance learning MScs.

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.

The Department of Global Health and Development

The department conducts novel and policy-relevant research and training that concerns health issues with a global reach, predominantly from the perspective of low- and middle-income country development. There are approximately 100 staff and 80 research degree students, with total grants funding of over £30m spread over a range of funders including research councils, UK and overseas charities, the European Union, Department for International Development and others.

Academic Staff come from a wide range of disciplines including; economics, epidemiology, mathematics, law, politics, social policy and policy analysis, sociology and anthropology and are grouped into two units and a number of thematic research groups. The post advertised would support staff within one or more of these research groups and would work as one of a team of project coordinators in the department.

Lancet Global Health Commission on Financing Primary Health Care

Primary health care (PHC) is an essential component of high-performing health systems, providing effective, affordable and inclusive care to people when they need it. It provides the foundation for both universal health coverage and for the Sustainable Development Goals. Policymakers across the world are seeking to strengthen their primary care systems, in order to secure the health of their populations across the lifecourse (WHO 2018; OECD 2019). The primary care system is the platform through which many of the most effective healthcare interventions are delivered.

This 2 year project will engage global and national experts in health financing and health care delivery to produce a high profile report on how to expand fiscal space for PHC, through increased resource allocations and improvements in technical and allocative efficiency of service delivery.

The report will contribute:

- Global evidence on levels and patterns of expenditure on PHC, and the gaps in PHC investment in relation to costs and needs
- Country experience and best practices of expanding fiscal space for PHC through different approaches to increasing spending, changing incentives and innovations to optimize the organisation of PHC delivery
- Recommendations on options for improving governance, accountability, public financial management, and information systems to enable increased financial flows and ensuring these are spent efficiently and equitably
- Recommendations for measuring and monitoring progress towards greater health system investment in PHC, to underpin technical work and political advocacy in support of PHC.

The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role (attached), which may be varied from time to time, and agreed at your annual Performance and Development Review (PDR).

Principal Duties and Responsibilities
<p><i>Communications</i></p> <ul style="list-style-type: none"> • Work closely with the London core team and external contributors (Commissioners, consultants) to coordinate the inputs to, and the production of, the Commission report • (internal) Establish effective methods of communication with colleagues, Commissioners, funder, and Lancet Global Health editors to progress the strategic and operational needs of the Commission and ensure that commission partners are regularly informed about commission progress • (external) Oversee the work of the Communications Manager to develop a web and social media presence for the commission • (external) Work with the PI and core team to shape key messages generated by the Commission and identify target audiences • Work with Lancet Global Health journal team to commission accompanying commentaries and materials • Prepare written materials such as narrative reports, project management tools and advocacy materials, outlining the Commission's activities clearly.
<p><i>Teamwork and Motivation</i></p> <ul style="list-style-type: none"> • Work with the PI to proactively direct the efforts of the London team, Commissioners and consultants, with responsibility for identifying priorities, coordinating work plans and allocating work amongst team members. • Oversee, lead and manage recruitment and induction process for new staff, drafting job descriptions, interview questions/tests and chairing/participating in selection panels. • Contribute pro-actively to the Commissions core functions developing efficient and effective working in collaboration with LSHTM's Central Services, Department and Faculty.
<p><i>Liaison and Networking</i></p> <ul style="list-style-type: none"> • Establish effective working relationships and maintain regular contact with the London core team, Commissioners and Working Groups, and external consultants regarding work plans and objectives. • Develop relationships with external partners and cultivate excellent stakeholder engagement in order to facilitate policy developments. • Influence achievement of operational and policy objectives of the Commission through liaison with internal LSHTM Central Services such as Faculty, Research Operations, Finance, HR, and Communications offices; building a network of key internal contacts to progress the Commission's objective.
<p><i>Service Delivery</i></p> <ul style="list-style-type: none"> • Lead the delivery of 2 Commission meetings, including securing venue and logistical arrangements, shaping the agenda to maximize the value of commissioner contributions, and working with the PI and core team to capture and

document the Commission's deliberations and outcomes of discussions. Coordinate the inputs of the project admin team (finance and travel) to deliver meetings within budget.

- Coordinate the technical inputs from the various commission contributors, collating them and presenting in a format that can be shared among commission partners
- Commission graphic content
- Manage the submission of the report for peer review, drawing together the supplementary materials and author documentation
- Coordinate the response to peer review – gathering input from working groups, drafting response to reviewers, and coordinating resubmission
- Oversee the design and presentation of the commission report – engaging a technical editor and designer to produce an output with high production values
- Work with the communications manager to develop and deliver a dissemination plan, including media and policy events
- Manage and monitor income, expenditure and forecasting of the Commission budget (>£1.2million), produce grant expenditure reports and statements for funders providing justifications for variances or deviance, putting forward recommendations to funders and PIs;
- Effectively and promptly resolve any enquiries or problems raised by commission partners, Department/Faculty or Central Services colleagues or other external partners and stakeholders;
- Monitor and oversee the Commission's project administrator to ensure funder reports are submitted accurately and on time, and that monthly payroll and administrative data is submitted to relevant LSHTM services;

Decision Making

- Make operational and strategic decisions about the allocation of human and financial resources within the commission to ensure successful delivery of the commission
- Be responsible for supervision of the budget and oversee administration handled by the relevant project administrator and travel coordinator
- Make independent decisions on issues arising which impact your own work and that of the team that you line manage e.g. finding solutions to maintain continued service delivery such as recruitment of new staff.

Planning and Organising

- Develop a strategy for the effective management of the Commission, in conjunction with the Principal Investigator, ensuring management structures and processes are transparent.
- Develop an overall project plan, as well as event-specific project plans, track progress and ensure the project's milestones and targets are met in a timely manner.
- Organise regular meetings of the project team, setting the agenda for these meetings (in collaboration with the PI) and capturing the discussions and monitoring outcomes
- Organise, delegate, monitor and review financial, operational and administrative support functions ensuring efficient workflow across the team.
- Develop efficient and effective systems and processes for managing and recording project management and financial data, preparing analyses on portfolios and trends.
- Ensuring the Commission's financial, operational and communication activities are compliant with LSHTM regulations and funder's grant conditions.

<ul style="list-style-type: none"> • Manage project staff to prioritise their workloads by providing daily input, have regular catch up conversations and perform annual performance development reviews (PDRs) as per School HR policy.
<p><i>Initiative and Problem Solving</i></p> <ul style="list-style-type: none"> • Use innovative and creative thinking to resolve issues which challenge existing practice in consultation with the Principal Investigator and Co-Investigators. • Respond flexibly and positively to operational and strategic changes, taking the initiative to find solutions and make recommendations to Principal Investigator. • Use project plans to plan ahead, anticipating and avoiding potential risks and conflicts related to under-staffing at especially busy periods and planning events well in advance.
<p><i>Analysis and Research</i></p> <ul style="list-style-type: none"> • Analyse future risks and needs, identify trends and suggest problem solving strategies to the Principal Investigator based on this analysis. • Design and produce innovative methods of promoting policy messages to stakeholders at country and global level • Manage administration of 6 consultancy contracts, contributing to the development of terms of reference and shepherding the contracts through RO, and overseeing invoicing and payment, trouble shooting contracting issues as needed.
<p><i>Additional Information</i></p> <ul style="list-style-type: none"> • The post holder will be required to undertake travel to one overseas Commission meeting (location TBC) and potentially to dissemination activities.

GENERAL

All academic 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.
- 6.

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.

Job Title: Commission Manager
Department: Department of Population Health and LIDC

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> A post-graduate degree in a subject relevant to international development and global health 	E
	<ul style="list-style-type: none"> Relevant professional qualification in Management, Project Management, Public Administration and Governance; or equivalent professional experience. 	E
Experience	<ul style="list-style-type: none"> Experience of working in international development or global health, in a technical or professional support capacity 	E
	<ul style="list-style-type: none"> Experience of the oversight, management and reporting of large budgets of over £1 million. 	E
	<ul style="list-style-type: none"> Experience of developing and implementing policies, procedures, processes and systems effectively and suggesting improved working practices and policies within an inter-disciplinary team. 	E
	<ul style="list-style-type: none"> Experience of operational and project management support within an academic institution, NGO, not-for-profit or other similar work environment, with an understanding of scientific research methods, institutional operations and governance, and project management requirements and processes. 	D
	<ul style="list-style-type: none"> Experience of providing managerial and administrative support to multi-partner and international programmes. 	E
	<ul style="list-style-type: none"> Experience working with institutions in the global South 	D
Knowledge	<ul style="list-style-type: none"> Excellent written and oral communications skills, including the ability to interpret, present and summarise complex narrative, technical and financial information and develop project management documentation for a range of different audiences. 	E
	<ul style="list-style-type: none"> High level of IT proficiency including advanced use of Microsoft Office applications, development of spreadsheets to manage complex budgets and programme management information and produce accurate financial reports. 	E

	<ul style="list-style-type: none"> • Exceptional leadership along with strong line management skills that enable the candidate to motivate and support the Commission contributors • Proven ability to influence decision makers and collaborate effectively with others in government, research, the private sector and civil society. • A proven ability to use the latest software for project development and budgeting. • Experience of living or working in a low or middle-income country. 	E E D D
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills, including the ability to influence, facilitate and negotiate, in order to build and develop effective working relationships people at all levels. • Self-motivated, with the ability to work independently and proactively, taking the initiative to solve difficulties and issues whilst delivering a large output of work and responding flexibly to changing situations. 	E E

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 0.5 FTE and is available for immediate start. It is funded by the Bill and Melinda Gates Foundation until October 2021. The salary will be on the Professional Support scale, Grade 6, in the range £40,011 - £45,437 pro rata, 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.

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 2 referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

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.

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