



JOB DESCRIPTION

Job Title: Programme Manager	
Department /Division/Unit:	Cancer Survival Group, NCDE
Faculty/Professional Service:	EPH
Location:	Keppel Street, London WC1E 7HT
Reports to:	Dr Claudia Allemani
Full-Time	Hours: 1.0 FTE
Grade: 5	
Overall Purpose of the job	
<p>The post-holder will be responsible for operational and resource management within the Cancer Survival Group (CSG), a vibrant, international research group led by Professor Michel Coleman. The post-holder will work closely with senior academic staff to develop and execute strategy to achieve CSG's research aims, and will support business planning and strategic decision-making by advising on income, expenditure and resource allocation. The responsibilities of the post can be divided into four main areas:</p> <ol style="list-style-type: none"> 1. To be responsible for the administrative management of a €2M grant from the European Research Council (ERC) for the VENUSCANCER project, embedded within the CONCORD programme. 2. To be responsible for the administrative management of the CONCORD programme for the global surveillance of cancer survival. This includes financial management of several research grants, contracts and payments with collaborators, and participation in the preparation of grant applications. 3. To provide administrative support for the CSG, to ensure the smooth daily running of all the Group's activities, including recruitment, organisation of meetings, travel, space management, office procurement, financial and payroll administration, and organisation of the annual short course. 4. To provide personal administrative support to Dr Claudia Allemani and Prof Michel Coleman, including booking of travel, diary management, email correspondence, maintenance of CVs, annual staff reviews, and other administrative duties related to their role. 	

Principal Duties and Responsibilities

Communications

- Be the first point of contact for the Cancer Survival Group, both internally and externally, for all financial and administrative issues.

- Responsible for all administrative communications within the CSG, including the survival@lshtm.ac.uk mailbox. Communications range from announcing meetings to circulating news about cancer registration and relevant conferences or publications.
- Be the first point of contact to welcome visiting researchers, new staff, PhD students and attendees at our annual short course.
- Be responsible for the Cancer Survival Group's Twitter account.
- Contribute to the development of ways to communicate VENUSCANCER and CONCORD results more effectively to a non-scientific audience.
- Use initiative to search for conferences at which CSG research could be disseminated.
- Participate in the CONCORD Working Group, an international network of 600 collaborators based in over 300 cancer registries in over 70 countries. The post-holder will be co-responsible with the research fellows and assistant professor to update a constantly changing database of contact details, and to monitor the concord@lshtm.ac.uk and related mailboxes. The post-holder will also be responsible for circulating messages to the entire CONCORD Working Group or to selected continental sub-groups, e.g. to advertise our annual short course, a regional workshop or the CONCORD newsletter.
- Work with external agencies to design and publish communication materials.
- Proactively seek opportunities to publicise the work of the Cancer Survival Group both internally and externally, to help reach and influence wider audiences.

Liaison and Networking

- Develop and maintain excellent relations with colleagues and collaborators in the School and in over 300 collaborating centres world-wide, using all relevant means of communication.
- Assist Dr Allemani and Prof Coleman in arranging and participating in meetings with national health ministries and relevant international organisations, such as OECD and WHO, to inform policy-making.
- Liaise with external stakeholders to establish and maintain good working relationships with overseas partners and collaborators.
- Represent the Group in, and proactively contribute to, internal networks and forums including working groups and committees where appropriate/invited.
- Represent the Group at external networks, including with external partners, for example funding bodies and partner organisations, as required.
- Undertake trips as and when required to visit collaborators, attending relevant meetings.

Service Delivery

- Manage all non-scientific aspects of the Cancer Survival Group, including the VENUSCANCER and CONCORD programmes. This includes assistance with preparing grant applications, administrative support to set up new grants, reporting to funders, preparing drafts of scientific and financial reports, and assistance with preparing data sharing agreements and ethical approval applications.
- Provide administrative support to Dr Allemani and Prof Coleman, including diary management, booking of travel, reimbursement of expenses, email correspondence, annual staff review exercises, CPD returns, maintenance of CVs, and other personal administrative support related to their function in the School and internationally.
- Play a major role in organising the annual short course on cancer survival, including assistance with funding applications; organise travel for invited presenters, ensure

payment of honoraria, produce the course handouts, manage booking of lecture theatres and teaching rooms for practical exercises, and manage the budget.

- Organise Working Group meetings as part of international conferences. This includes booking the venue, drafting and distributing the agenda, organising the travel of the CONCORD Central Analytic Team and selected invited collaborators, and managing the budget.
- Develop and maintain information management systems for administration of research projects in the Cancer Survival Group.
- Pro-actively support researchers in complying with publishing requirements (including Open Access and REF).
- In liaison with the Departmental Operating Officer and the Faculty Operations Officer, coordinate the recruitment of new staff for the Cancer Survival Group and be responsible for completion of all administrative procedures such as redundancy procedures, maternity leave, attendance monitoring, etc.
- Draft job descriptions and job evaluations and arrange interviews.
- Monitor matters relating to staffing such as changes in funding and contract extensions.
- Organise travel, visas, insurance and the reimbursement of expenses for CSG staff.

Decision Making

- Make decisions, together with the CONCORD Co-PIs, on funding allocations or re-allocations for the salary of 7 persons in the CSG. Those decisions impact the contract duration or extensions of all team members. Other decisions made in collaboration with the CONCORD Co-PIs include identifying grant calls and choosing to which call an application should be made, and then to schedule the relevant preparatory steps. These decisions have a direct impact on the future funding of the programme since it is not possible to respond to too many calls in any one period. Decisions must be strategic and must be made with due regard to the future direction of the research programme, as well as the funders' expectations.
- The role-holder is given sole responsibility by the co-PIs to decide which grant funds to use for most expenses related to the programme, i.e. software licences, office supplies, reimbursement of staff expenses, and travel to conferences. These important decisions have an impact on the financial sustainability of the CONCORD programme, because the use of funds must be optimised, and spent within the grant period as far as possible, whilst still meeting the funders' terms and conditions. The CONCORD co-PIs are ultimately responsible for their research grants, but daily decisions relating to the administration of these grants are taken by the post-holder.
- Financial management: lead the management of multi-million-pound research budgets, currently with 10 funders in several countries, to inform and advise the co-PIs. The post-holder will be responsible for re-forecasting expenditure against budget during the operation of different grants, and ensuring compliance with the terms in funders' contracts.
- Manage a €2 million European Research Council grant for VENUSCANCER, embedded in the CONCORD programme. Provide support to Dr Allemani, the PI of VENUSCANCER, in timely management of the project on the ERC online platform, including financial and scientific reporting and production of ethics documents.
- In liaison with the LSHTM Research Operations Office and Legal Services, issue and manage ERC sub-contracts to selected cancer registries in Low- and Middle-Income Countries.
- Together with Dr Allemani and Prof Coleman, set up an overarching budget and assist with the establishment of sub-contracts with collaborating institutions for the allocation of resources.

*Model JD and PS template
March 2014*

- Monitor income and expenditure and maintain an accurate financial record system for effective management of budgets.
- Report on grant expenditure and advise on direction of spending income and allocation of grant-related resources, including budget forecasting.
- Provide guidance in both the pre-award process and post-award finances in liaison with Dr Allemani and Prof Coleman and the Research Operations Manager in the Research Operations Office.
- Liaise with external funders and collaborators.
- Assist Dr Allemani with preparing grant applications, especially relating to preparation of budgets on RCP, submission of Letters of Intent to the Faculty Office and preparation of letters of support that may be required, to be signed by the Research Operations Office or the Director's Office.
- Financial management: management of all staff processes in the Cancer Survival Group, including the CONCORD Central Analytic Team, currently 7 FTE. Liaise with relevant personnel, prepare and approve budgets, along with justification, for staff contract extensions (anticipating any future shortfall) and offer guidance to Dr Allemani and Prof Coleman in identifying future funding for staff and/or potential underwriting sources. Prepare and submit the monthly reports for the CSG credit card and assist staff with reimbursement of expenses.

Planning and Organising

- Plan and organise own work and manage conflicting deadlines effectively.
- Work under pressure and within tight deadlines.
- With Dr Allemani and Prof Coleman, contribute to new strategies for the CSG research programme.
- Identify potential new sources of funding, including making contacts, developing relationships and nurturing associations that could lead to funding opportunities.

Initiative and Problem Solving

- In collaboration with the CONCORD co-PIs, the post-holder must resolve problems on personnel and funding availability within the CSG. To solve such problems, the post-holder must be able to provide a precise financial account of all operational grants in the programme at the time when the decision must be made. S/he must also be able to simulate alternative scenarios in the future, depending on which funds are available, which staff contract(s) could be extended, and for how long.
- Solve problems related to the various sub-contracts required under the ERC grant for the VENUSCANCER project, and in particular ensure that sub-contractors in other countries abide by the stringent financial reporting standards of the EU.
- Ability to take own initiative and select a course of action from available options, whilst exercising own judgement and seeking approval from Dr Allemani and Prof Coleman when needed.
- Take responsibility for solving or providing solutions for problems that arise on a day-to-day basis relating to the administrative and/or financial management of the resources and grants that support VENUSCANCER, CONCORD, and other grants within the Cancer Survival Group.

Additional Information

- Space and Facilities Management: be responsible for matters relating to space planning and allocation in the CSG for staff and visitors, overseeing office maintenance in liaison with the Faculty Operating Officer and key Estates Service personnel.

- Be responsible for administrative procedures for visiting researchers and PhD students working with the CSG, including to ensure the induction of any new staff member or visitor.
- Be responsible for all administrative aspects of the CSG's work, and ensure smooth daily operations to support this the research programme.
- Contribute to general activities of the Department, Faculty and School that help to promote the objectives of the School.

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 manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring 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

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

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Job Title: Programme Manager
Department/Division: NCDE

Competency	Evidence	E/D
Education, Qualifications and Training	A university degree in a relevant subject	D
Experience	Proven experience of project coordination/management in a Higher Education and/or Public Health setting.	E
	Experience of providing support and strategic guidance in relation to project-related goals and outputs.	E
	Demonstrable experience of effective budgetary management and control including achieving annual targets on a regular basis.	E
	Proven experience of organising and supporting large-scale meetings/conferences.	E
	Committee work, such as co-ordination of the production of working papers, agendas and writing minutes	E
	Proven ability to set up, develop and maintain accurate and up-to-date computer and paper records.	E
	Experience of working in an academic research environment and working closely with academic staff.	E
	Experience of organising short courses in Higher Education Institutions.	E
	Previous work experience in a cancer research environment.	E

Knowledge	<p>Financially literate, with sound knowledge of budgeting methodologies and resource management concepts.</p> <p>High standard of IT skills, ideally including Word, Excel, Powerpoint, EndNote, RCP, Agresso, internet and email, with willingness to become proficient in new software packages.</p> <p>Principles of employment law underpinning university HR policy (e.g. equal pay issues, job evaluation, fixed term contracts).</p> <p>Understanding of the Higher Education research funding environment.</p> <p>Understanding of the UK and EU legal environments underpinning data sharing for epidemiological studies.</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Personal Qualities	<p>Commitment to School's policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and background.</p> <p>Display a professional attitude towards colleagues, students and others.</p> <p>Ability to use own initiative in a self-directed manner with minimum supervision but when necessary to refer complex problems or issues requiring policy decisions to the appropriate person.</p> <p>Ability to recognise when work is of a confidential nature and the implications of confidentiality on how work is carried out.</p> <p>Ability to meet tight deadlines and to manage their own workload through effective prioritising and time management.</p> <p>Excellent written and oral communication skills in English, including experience of writing own correspondence and drafting complex documents.</p> <p>Excellent inter-personal and communication skills, and the ability to deal confidently and politely with face-to-face, telephone, written and email enquiries.</p> <p>Cultural awareness and sensitivity based on experience of living or working in different countries or with people from different countries, as both collaborators and 'clients'.</p> <p>Fluency or competence in major languages other than English.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

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 terms and conditions

This is a full-time position, available until 21 March 2022 in the first instance. The salary will be on the PSP grade 5 range £34,854 - £41,929 per annum, depending on experience and qualifications and, if required, sponsorship. Interviews will be held on 19 March 2021. 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. The post is subject to LSHTM terms and conditions of service.

Asylum and Immigration

The School will comply with current UKVI legislation, 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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>

APPLICATIONS

Applications should be made on-line at our website at jobs.lshtm.ac.uk. Online applications will be accepted by the automated system until midnight on 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.

Date compiled: 20 January 2021