

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

FACULTY OF INFECTIOUS AND TROPICAL DISEASES

DEPARTMENT OF DISEASE CONTROL



SHN Consortium Senior Operations Lead

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 £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 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 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 Alison Grant, who is Professor of International Health. 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 three large research departments comprising: Clinical Research, Disease Control, and Infection Biology. 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)

The Department of Disease Control is a multidisciplinary, cross-cutting department, operating in a global context and committed to excellence in research, innovation, learning

and engagement. We have an outstanding reputation for internationally competitive research and teaching excellence, with demonstrable impact in the control of diseases, worldwide. Our diverse scientific staff comprises entomologists, epidemiologists, mathematical modellers, geographers, public health engineers, hygiene specialists, social scientists, engineers, statisticians and clinical scientists. We also have a strong team of project administrators, coordinators, managers, and communication specialists, who provide expert support to our research programmes in the UK and overseas. We are a highly collaborative Department, with extensive partnerships and collaborations with researchers from many countries and organisations around the world, as well as internally, with multiple School Departments. Our work cuts across several School Centres such as the Vaccine Centre, the Malaria Centre, Centre for Evaluation and the MARCH Centre.

Our staff play influential roles as consultants and key advisors to organisations including the WHO, CDC, Malaria Consortium, Public Health England, Department of Health, DFID, Bill and Melinda Gates Foundation, the Royal Society, Research Councils, Academy of Medical Sciences, the World Bank, Governments and private sector manufacturers and innovators, amongst many others. Our range of expertise provides us with an impressive set of tools for addressing the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in low- and middle-income countries. Much of our research is directed at current health policy issues and addressing gaps between policy and practice.

Teaching

The School offers 19 one year full-time taught programmes 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 nine of these MSc programmes. In addition, the Faculty is responsible for the three-month Professional Diploma in Tropical Medicine and Hygiene, the Professional Diploma in Tropical Nursing and offers a range of specialist short courses lasting usually one or two weeks. The School offers a further six MSc programmes by Distance Learning, with the Faculty responsible for the MSc 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 School Health and Nutrition Consortium (SHN)

Background

There is growing recognition of the benefits of investment in health and nutrition during middle childhood and adolescence. It is now recognized that it is essential to support good health and nutrition not only during the first 1000 days of life but also throughout the next 7000 days into adulthood. This life cycle approach will not only secure the gains from early intervention, but will also provide opportunities for catch-up and address later vulnerability, especially around puberty and the adolescent growth spurt. School Health and Nutrition Programmes, including school meals programmes, are an essential part of this response, but are currently neglected in both research and programming.

The United Nations World Food Programme, with other development partners, has decided with LSHTM to establish a School Health and Nutrition Consortium to help fill the global knowledge gap in School Health and Nutrition. The SHN Consortium will be supported by WFP and partners, and will be managed by an independent Secretariat based at the LSHTM. The Consortium will include researchers and research institutions from centres of academic excellence across the world, especially in implementing countries, with the objective of creating and sharing mission-critical, strategic research that supports evidence-based decision making for school based health and nutrition programmes.

Outputs from the SHN Consortium

The Consortium will develop a ten-year research strategy (2020-2030) that aligns with the WFP ten-year programmatic strategy for school health and nutrition. It is anticipated that there will be two key areas of focus during the first three years of the Consortium's work:

1. *Provide evidence on the effectiveness of school feeding programmes for learning, social and physical outcomes of children and youth across the world:* These analyses will include: A Cochrane/Campbell review of trials data; the contribution of SHN to the new Human Capital metric of learning adjusted years of schooling (LAYS); education and public health research; and both CEA and BCA, especially returns to protection from social shocks (particularly the covid-19 pandemic). There will also be a focus on: gender targeted programmes, peace-building, and climate change resilience.
2. *Provide policymakers with programmatic guidance on the optimal policies to be implemented:* This practical work will help identifying crucial policies for sustainable and effective school feeding in low- and middle-income countries. This area of work will focus on implementation research, exploring the impacts on education of existing school-feeding programmes at scale. Approaches to sustainable and effective school feeding, starting in Africa, will be identified by analysing the most cost-effective school health and school feeding interventions under different local contexts using Big Data analytical approaches.

The role of the SHN Consortium Secretariat.

The Secretariat will support the Consortium in the following areas: research proposal development and management; coordination activities; external relations; programme, portfolio and financial management and reporting. The Secretariat will convene a School Health and Nutrition Think Tank for strategic guidance and agenda setting. The Secretariat will initially be comprised of the Director, a Senior Operations Lead/Deputy Director, and a Project Coordinator, all of whom will be hired by LSHTM.

JOB DESCRIPTION

Job Title:	SHN Consortium Senior Operations Lead
Department:	Disease Control
Faculty:	Infectious and Tropical Diseases
Location:	UK, London
FTE:	1.0
Grade:	PSP 7
Accountable to:	Professor Donald Bundy

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

SUMMARY

The Senior Operations Lead is responsible for managing the SHN Secretariat to deliver on the SHN Consortium's terms of reference. The Senior Operations Lead is a senior manager with programme management skills and familiarity with both the health and education dimensions of SHN, who provides vision, leadership and direction to the research programme and administration of the SHN Consortium, including overseeing design delivery and quality, with financial and human resource management oversight, and strategic leadership for monitoring and evaluation.

The Senior Operations Lead also ensures that the governance and communications structures are maintained and supported. The post holder supports the day to day operations of the project, and, develops and supports the delivery of the business plan. The Senior Operations Lead will deliver the business plan to agreed specification, timescale and budget. In addition, the role holder will have a professional line of accountability to the SHN Consortium's partners. In terms of Donors, these currently include partners in Italy and Dubai (UAE), with probable additional partners in the US (2) and the UK. In terms of implementors this includes partners in Ethiopia, Canada, UK and US (2).

DUTIES AND RESPONSIBILITIES OF THE POST

The principal duties of the Senior Operations Lead are:

Accountability and management responsibilities

- Accountability to World Food Programme and other donors for delivery of agreed outputs
- Management oversight of all aspects of the SHN Secretariat (including financial and human resources)
- Responsibility for the day to day running of the SHN Secretariat.
- Strategic leadership for monitoring, evaluation, learning and research impact
- Serving as Deputy Director on operational aspects when appropriate
- Managing the relationship with partners, and responding formally to their Annual Review

Liaison and coordination

- Establish and maintain effective daily communication with colleagues, SHN Consortium partners, the Steering Committee and Research Management Committee of the SHN Consortium
- Represent the SHN Secretariat at events and meetings inside and outside LSHTM, and promote its work
- Ensure the outcomes of the SHN Consortium are consistent with the vision, strategy, commitments and goals the partners, including LSHTM leadership and direction for all programme management activities undertaken by SNH Consortium
- Will lead and strengthen further the LSHTM core team (academic and professional support staff), identifying priorities and coordinating work plans across numerous interlinking activities to ensure a harmonised and integrated approach to achieving the programme's objectives;
- Liaise, at a senior level, with other major funders of strategic and reputational importance for LSHTM, for example the World Food Programme (WFP)
- Liaise with internal LSHTM Services such as Faculty, Research Operations, Finance, HR, and Communications to build a network of key internal contacts to allow the programme's strategic objectives to progress smoothly;

Finance management

- Responsibility for leveraging funding to support the SHN Consortium's programme of work, this includes both the oversight and tracking of the use of existing resources as well as supporting all aspects of the development and submission of proposals for new funding
- Management of expenditure, ensuring best practice in budget management, forecasting expenditure, and reporting
- Accountability for financial, management, and administrative activities, including financial probity and risk management
- Working with the Project Coordinator to liaise with PIs, institutional partners, and their finance/grants offices to ensure appropriate and effective management of their subcontracts
- Make operational and strategic decisions about the allocation of significant financial resources to ensure successful delivery of the various programme activities e.g. ensuring funds are allocated appropriately across work streams and partners and liaising with the funder to obtain approvals for the virement of these funds;
- Based on funding availability and project continuity, the post holder will make operational decisions that impact on LSHTM and its partners, about human resource and funding allocations, reviewing contract extensions, setting relevant FTE levels etc.

Administrative matters

- Ensuring that the relevant staff prepare agendas and minutes for internal meetings with the Secretariat, Management, Executive, and Advisory groups
- Leading the management meetings
- Overseeing project timelines and provide direction and support to the SHN Consortium's officers, PIs and partners
- Reviewing monitoring, evaluation and learning outputs, including the logical framework to ensure the effective performance and achievement of the defined goals, and take corrective action as appropriate
- Explain and present complex financial information that require careful explanation and interpretation in a format (oral/written) that is appropriate to the audience such as policy-makers and funders;
- Lead, regularly, on complex contract/funding/budgeting negotiations with partners and funders and present business cases, strategy documents, changes in programmatic processes and procedures to internal and external stakeholders, in liaison with Research Operations;

Reporting and Data management

- Oversight of data management procedures and ensuring open access to data and knowledge generated
- Reporting to the consortium on progress against the business plan, including any risks and issues that could jeopardise the success of the project
- Accountability for reporting, including submission of the annual report, quarterly reports in an appropriate format and on time and Responding to regular requests for information from the funder

- They will lead on the preparation of and timely submission of annual financial and technical reports to WFP, and any interim reports as required, liaising with academic staff/ LSHTM central services and providing justifications for variances or deviance and/or putting forward recommendations to the PI and funder;
- Adopting social and economic analysis throughout the programme and understand the likely impact on the environment
- Support the development of the SHN Consortium's publications, including the planned contributions to the 4th edition of Disease Control Priorities.

Other duties

- As a senior grade PSP staff member, they will play an active role within the Department/Faculty and in specialist LSHTM committees such as the Overseas Safety Working Group, sharing experience and best practice
- Respond to requests from the Department and Faculty Operating Officers on administrative matters
- Undertaking other duties related to the post as required
- Understanding and adhering to School policy and procedures; ensuring colleagues are adequately briefed of any changes in this regard.

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

Essential

- Proven experience of successful management of cross-sectoral, school based research activities involving health, nutrition and education
- Proven experience of engaging and influencing both research and policy communities in SHN across the health and education sectors
- Significant proven experience of working within large scale financial management systems, for example the IFIs (World Bank Group/IMF), Bilaterals or International Development Banks, including creating budgets, monitoring accounts and producing projections and reports, and supporting multi-million dollar projects with international partners
- Well-established networks in the relevant spheres of school based policy, practice and research
- Track record of excellent donor liaison and reporting, especially with the UN system and/or international finance organizations
- Proven experience of working with academic and subject experts, especially with organisations in the global South
- Strong understanding of international development and global health and education issues
- Strong interpersonal skills and the ability to communicate effectively with staff at all levels and across regions/countries

- Experience of recruiting, supervising, training, developing and managing individuals effectively.
- Excellent English written and oral communication skills with track record in presenting information for different key audiences – especially policy-makers
- Proven experience of adaptability within a diverse team and a demonstrable ability to operate in a flexible working environment across different countries, cultures
- Track record of publication, including policy reports
- Willingness to undertake at least 6 weeks work-related travel per year

Desirable

- Master's degree or equivalent in field related to Global Health or International Development, including expertise and/or experience in health and education as development issues.
- Track record of excellent liaison and reporting with international organizations
- Ability to communicate in official UN languages other than English

SALARY AND CONDITIONS OF APPOINTMENT

The post is funded by the World Food Programme and is funded until 31st October 2023. Salary is on the Professional Support Pathway Grade 7 scale in the range £46,704 - £53,465 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 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>