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 by Sir Patrick Manson, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. 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.

Research income has grown to over £85 million per year from national and international funding sources including the UK government, the European Commission, the Wellcome Trust and philanthropic sources.

Education programmes have grown to more than 1,000 London-based Master’s and Research students, 2,900 studying Master’s by distance learning and 1,000 on short courses and continuous professional development. We have also launched a series of free online courses, and more than 15,000 people registered on the first of these, Ebola in context. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

The School is highly ranked in various university league tables. It was named the world’s leading research-focused graduate school in the Times Higher Education World Rankings in 2013. In 2014, it was ranked in the top 10 universities in the world for citation rate by the new EU-supported U-Multirank database, fourth in the world for impact in medical sciences by the Leiden Ranking and third in the world for social science and public health in the US News Best Global Universities Ranking. According to the results of the UK government’s Research Excellence Framework, published in December 2014, the School was ranked second overall (after the Institute for Cancer Research) on the key measure of impact.

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.
Faculty is organised into four large research departments comprising: Pathogen Molecular Biology, Immunology and Infection, Disease Control, and Clinical Research. There is close interaction between scientists in different research teams. The Faculty has strong overseas links, which provide a basis for field studies and international collaborations in developed and developing countries. The teaching programme includes MSc courses, taught in-house and by distance learning, which are modular in structure, a variety of short-courses and an active doctoral programme (PhD and DrPH).

For further information on the Faculty see: http://www.lshtm.ac.uk/itd/index.html.

**Department of Clinical Research (Head: Professor Philippe Mayaud)**
The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department’s main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

**Teaching**
The School offers 19 one year full-time taught courses leading to the Master of Science (MSc) degree of the University of London and the Diploma of the London School of Hygiene and Tropical Medicine (DLSHTM). The Faculty of Infectious and Tropical Diseases runs or contributes substantially to ten of these courses and the "Immunology of Infectious Diseases" course is run from within the Department of Immunology and Infection. In addition, the Faculty is responsible for the three-month Diploma in Tropical Medicine and Hygiene (DTM&H), the Diploma in Tropical Nursing and offers a range of specialist short courses lasting usually one or two weeks. Five MSc courses are also offered by Distance-based Learning, including one on Infectious Diseases.

**Wellcome Trust - Bloomsbury Centre for Global Health Research**

The Wellcome Trust - Bloomsbury Centre for Global Health Research was established in 1995 as the Wellcome Trust Bloomsbury Centre for Clinical Tropical Medicine, a partnership between the London School of Hygiene & Tropical Medicine (LSHTM) and the Institute of Child Health at University College London (UCL). It was later joined by Barts and the London School of Medicine and Dentistry at Queen Mary University London, the Institute of Psychiatry at King’s College London, and St George’s University London.

We aim to recruit and train the best young clinical and non-clinical scientists with an interest in global health research, to provide them with the support, training and academic environment they need to develop into independent researchers, and to facilitate their academic and clinical career progression.
Since 1995 we have been awarded 52 clinical fellowships by the Wellcome Trust (24 training fellowships, 12 intermediate fellowships, 15 senior fellowships and 1 principal fellowship). In 2007 LSHTM was awarded a Wellcome Trust Clinical PhD Programme in International Health, comprising three fellowships per year for six years. We have recruited an additional 18 outstanding young clinicians to this programme, who are doing their research in 7 countries in Asia and Africa.

For more information visit: [http://wbc.lshtm.ac.uk/](http://wbc.lshtm.ac.uk/)

**Job Title:** Administrator – Wellcome Trust - Bloomsbury Centre for Global Health Research

**Department:** Department of Clinical Research

**Faculty:** Faculty of Infectious and Tropical Diseases

**Location:** LSHTM, Keppel Street

**Reports to:** Tamara Hurst, Co-ordinator – Wellcome Trust - Bloomsbury Centre for Global Health Research

**Full Time:** Full time

**Grade:** Professional Support Pathway Grade 4 (PSP4)

**Overall Purpose of the job**

Providing proactive administrative and financial support to the Wellcome Trust – Bloomsbury Centre for Global Health Research, the Centre Co-ordinator and Clinical Research Fellows (Senior, Intermediate and Training Fellows) based in the UK and overseas.

**Administration**

- Providing administrative support to the Centre Fellows based overseas and in the UK, the Wellcome Trust Clinical PhD programme in International Health and the Centre Co-ordinator, ensuring effective administrative procedures are in place
- Obtaining and negotiating quotes, ordering equipment, laboratory consumables and other supplies for overseas projects, liaising with overseas Centre fellows and project staff, Centre Co-ordinator, LSHTM procurement office and suppliers
- Shipping supplies to overseas projects, preparing shipping lists and liaising with shippers on the consolidation of large consignments
- Proactive organisation of all travel arrangements for the Centre fellows to overseas sites, meetings and conferences, solving complex travel problems and providing cost efficiency
- Arranging meetings and tele- or video-conference calls, including room booking and catering and logistics. Drafting minutes and supporting papers for these meetings
- Resolve problems that arise with the running of the Centre Policy Group meeting and presentations from overseas
• Assist the Centre co-ordinator in the organisation of the biennial scientific meeting of the Centre, including venue sourcing, travel, accommodation and subsistence
• Coordinate information received from fellows and incorporate into annual report to the funder
• Production of the annual report for the Clinical PhD programme
• Take initiative in responding to requests from Centre fellows and overseas project staff and to be proactive in providing assistance whenever possible
• Provide support for overseas fellowship applicants when visiting UK
• Assisting in the recruitment process for new staff members and liaising with Human Resources
• Monitoring salary payments and expenditure and payroll funding variation forms
• Developing and maintaining the Centre’s website, liaising with members of the Department of External Relations, as appropriate
• Developing and maintaining document/information management systems

Financial and Research grants
• Responsible for individual research grants to include liaising with the principal investigator, budget monitoring, requisitions approval, expenses approval and HR.
• Preparation and collation of material for research grant applications, adhering to the regulation of the funding organisation.
• Analyse income and expenditure information from the LSHTM Finance system (Agresso), check appropriate allocation of expenditure and provide monthly reports.
• Maintain accurate financial systems for the analysis of budgets and expenditure and forecasting future expenditure
• Assist in the preparation of financial reports for submission to the funder
• Providing costs for budgets including staff salaries and overseas allowances according to Wellcome Trust regulations
• Arrange reimbursement of expenses, checking appropriate receipts, supporting documents and available budget
• Arranging for payments to be remitted overseas and the collation of overseas project accounts
• Understanding and adhering to the Financial regulations of LSHTM and funding organisation
• Liaising with the LSHTM Research Operations Office over budget loading, grant expenditure and financial reporting
• Monitoring expenditure and budgets on grants and producing regular financial reports
• Reviewing sub-contracts between LSHTM and overseas institutions, in liaison with the LSHTM Research Contracts Office

Principal Duties and Responsibilities

Communications

• Developing and maintaining communications with UK and overseas Centre fellows, project staff overseas and collaborating institutions
• Liaising with project staff overseas and potential grant applicants to arrange presentations at Centre Policy Group meetings and arrange mock interviews
• Arrange Centre Steering Group and Policy Group meetings, attend and participate
• Update the Centre co-ordinator and project principal investigators on research budget expenditure
• Developing and maintaining the Centre's website, liaising with external communications and producing monthly news updates
• Provide information to staff based overseas regarding LSHTM administrative and financial procedures
• Discuss and understand travel arrangements for Centre fellows to 13 countries in Africa and Asia

Teamwork and Motivation
• Support the Centre Coordinator and all Centre fellows in their administrative work
• Provide training for CRD administrative staff members in LSHTM Financial and ordering system (Agresso) and LSHTM pFact system
• Provide training and guidance to CRD administrative staff on shipping procedures to overseas projects
• Provide support for overseas fellowship applicants (often first time visitors) when visiting the UK
• Responding to requests from the Departmental and Faculty Operating Officers and liaising to ensure all relevant Faculty and departmental information is available to the Centre fellows

Liaison and Networking
• Liaising with overseas Centre fellows and project staff on project requirements and travel requirements
• Liaising with the LSHTM Research Operations Office over budget loading, grant expenditure and financial reporting and with Finance on budget expenditure
• Obtaining and negotiating quotes, ordering equipment, laboratory consumables and other supplies for overseas projects from external suppliers
• Liaising with shippers on the consolidation of large project consignments
• Liaise with Departmental and Faculty admin staff, Research Operations, Finance Office and Procurement as appropriate
• Reviewing sub-contracts between LSHTM and overseas institutions, in liaison with the LSHTM Research Contracts Office

Service Delivery
• Providing administrative support to the Centre Fellows based overseas and in the UK, the Wellcome Trust Clinical PhD programme in International Health and the Centre Co-ordinator, ensuring effective administrative procedures are in place
• Analyse income and expenditure information from the LSHTM Finance system (Agresso), check appropriate allocation of expenditure and provide monthly reports.
• Maintain accurate financial systems for the monitoring of budgets and expenditure and forecasting future expenditure
• Provide UK procurement and shipping information for project supplies (IT equipment, clinical equipment and laboratory consumables) for Centre fellows based overseas
• Providing costs for budgets including staff salaries and overseas allowances according to Wellcome Trust regulations
• Assist in the preparation of financial reports for submission to the funder
• Arranging for payments to be remitted overseas and the collation of overseas project accounts
- Monitoring salary payments and expenditure and submitting payroll funding variation forms
- Assisting in the recruitment process for new staff members and liaising with Human Resources
- Arrange overseas travel itineraries and accommodation for Centre fellows
- Understanding and adhering to the Financial regulations of LSHTM and funding organisation
- Becoming familiar with all School, Faculty and Centre procedures and ensuring that they are adhered to and informing Centre fellows of new procedures as appropriate

**Decision Making**

- Responsible for individual research grants to include liaising with the principal investigator, budget monitoring, requisitions approval, expenses approval and HR.
- Preparation and collation of material for research grant applications, adhering to the regulation of the funding organisation
- Responsible for streamlining all administrative procedures within the Centre and maintaining procedures manual
- Problem solve and advise the Centre co-ordinator where necessary for collaborative decision making

**Planning and Organising**

- Planning the procurement and shipping of supplies to overseas projects, preparing shipping documents and liaising with shippers and overseas fellows
- Assist the Centre co-ordinator in the organisation of the biennial scientific meeting, including venue sourcing, travel and accommodation (70-100 participants)
- Responsible for proactive organisation of all travel arrangements for the Centre fellows to overseas sites, meetings and conferences.
- Responsible for arranging meetings and tele- or video-conference meetings, including with overseas collaborators
- Drafting minutes and supporting papers for these meetings
- Production of the annual report for the Clinical PhD Programme in International Health
- Able to work independently to assess priorities to manage own workload and deadlines effectively

**Initiative and Problem Solving**

- Identify problems that arise within the areas of administration and financial management and present solutions.
- Take initiative in responding to requests from Centre fellows and overseas project staff, and to be proactive in providing assistance whenever possible
- Resolve problems that arise with the running of the Centre Policy Group meetings and presentations from overseas
- Solving complex travel problems and conference arrangements “on-the-spot” solutions often required

**Analysis and Research**

- Research and source supplies for project consumables requested by Centre fellows based overseas.
- Request quotes, compare and negotiate pricing in order to provide the most cost effective supplies for overseas projects.
- Compare quotes and itineraries in order to provide the most cost efficient travel
arrangements for fellows and collaborators
• Analyse income and expenditure via Agresso and produce monthly reports
• Co-ordinate information received from Centre fellows and incorporate into annual report to the funder
• Running analysis from Centre fellows database and producing reports quarterly

**Additional Information**

This role is responsible for maintaining a high level of support to the Wellcome Trust Bloomsbury Centre for Global Health Research and requires proactive initiative and commitment.

**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 development review 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.

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<tr>
<th>Competency</th>
<th>Evidence</th>
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<tbody>
<tr>
<td><strong>Education, Qualifications and Training</strong></td>
<td>• Higher education to degree level, or equivalent, or substantial relevant experience</td>
<td>E</td>
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<tr>
<td><strong>Experience</strong></td>
<td>• Proven administrative, organisational and financial experience</td>
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<td>• Ability to develop procedures, processes and systems effectively and maintain accurate and up-to-date computer and other record keeping systems</td>
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<td>• Proven ability to be proactive, assess priorities, manage workload and meet deadlines</td>
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<td>Experience in providing administrative support for meetings including drafting agendas and writing minutes</td>
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<td>Proven ability to deal with procurement and shipping of project consumables and equipment to overseas projects</td>
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<td>Experience of working in an academic environment</td>
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<td>Experience of updating web site content</td>
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| Knowledge |
| Excellent written and oral communication skills in English | E |
| Financially literate with knowledge of budgeting and financial management | E |
| A high degree of computer literacy and proficiency in the use of Microsoft Office packages including Word, Excel and PowerPoint | E |
| Experience of using Agresso (for requisitions and project reports) and Wordpress (for web design) | D |

| Personal Qualities |
| Collaborative and flexible approach, commitment to School's policy of equal opportunities and the ability to work effectively with colleagues and students of all cultures and background | E |

**SALARY AND CONDITIONS OF APPOINTMENT**

The post is funded by the Wellcome Trust up to 31st July 2018 years and is available from 1st May 2016. Salary is on the Professional Support Pathway Grade 4 scale from £27,962 to £31,808 (inclusive of London Weighting). Annual leave entitlement is 30 working days per year for all staff (pro-rata for part-time staff). In addition, staff are entitled to public holidays and Director's days on which the School is closed.

**ASYLUM AND IMMIGRATION**

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

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