

Project Administrator



Job Title:	Project Administrator
Faculty:	Epidemiology and Population Health
Location:	Keppel Street, London
FTE:	1.0
Grade:	Grade 4
Reports to:	Programme Manager – UK Public Health Rapid Support Team
Accountable to:	Programme Manager – UK Public Health Rapid Support Team
Responsible for:	N/A
Job Summary:	The post is based in the Department of Infectious Disease Epidemiology (IDE). The post-holder will contribute to the effective management of the UK Public Health Rapid Support Team (UK-PHRST), including day-to-day responsibility for supporting programme administration.

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

History

Founded in 1899 at the London Docks, LSHTM is now based in Bloomsbury, where it has two main sites at Keppel Street and Tavistock Place, and additional sites in The Gambia and Uganda. Today, our staff, students and alumni work in government, academia, international agencies and health services across the world. [Learn more about the history of LSHTM.](#)

Research

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.

Staff community

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.

Partnerships

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.

Education

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 270,000 participants globally.

Excellence in research and education

We perform strongly in various global university league tables. In the ShanghaiRanking's Global Ranking of Academic Subjects 2020 we placed 3rd in [public health](#) (1st in the UK). In the [2020 CWTS Leiden Ranking](#) LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, and third in Europe for publishing open access research.

In the US News Best Global Universities Ranking 2021, we ranked [3rd in the world for public, environmental & occupational health](#), [4th in the world for infectious diseases](#), [11th in the world for social sciences & public health](#), and [12th best University in the UK overall](#). 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.

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

The Faculty of Epidemiology & Population Health (EPH) houses a large number of epidemiologists, demographers, statisticians and nutritionists working on issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into four research departments.

Department of Infectious Disease Epidemiology
Department of Medical Statistics
Department of Non-communicable Disease Epidemiology
Department of Population Health

The Faculty has a teaching programme consisting of ten MSc courses: Epidemiology, Demography and Health, Medical Statistics, Public Health for Development (run jointly with the Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Reproductive & Sexual Health Research, Veterinary Epidemiology (run jointly with the Royal Veterinary College), Global Mental Health (run jointly with Kings College London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology, Clinical Trials and Demography in Health. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

DEPARTMENT INFORMATION

The Department of Infectious Disease Epidemiology conducts research on the epidemiology and control of infectious diseases of public health importance. It also conducts research on maternal and neonatal health. Work is carried out in low-, middle- and high-income countries, including the United Kingdom. Research ranges from ecological studies of variations in disease frequency in different populations, through observational case-control and cohort studies to define risk factors for disease, to randomized controlled trials to test the impact of specific preventive and curative interventions.

The Heads of Department are Professor Katherine Fielding and Professor Richard White.

The UK Public Health Rapid Support Team

The UK-PHRST is a joint and equal partnership between LSHTM and PHE, with contributing academic partners, focused on supporting Low and Middle income countries (LMIC) to respond, research and develop capacity for outbreaks. The UK-PHRST continually monitors infectious diseases and other hazards globally, identifying situations where the deployment of specialist expertise can mitigate these threats. It rapidly deploys a team of multidisciplinary public health professionals and researchers on behalf of the UK Government to areas of need in LMICs in direct support of both national governments as well as through international organisations such as WHO.

The UK-PHRST has the following objectives:

- Within ODA-eligible LMICs, rapidly investigate and respond to disease outbreaks at the source, with the aim of stopping a public health threat from becoming a health emergency.
- Conduct rigorous multidisciplinary research to aid epidemic preparedness and response.
- Generate an evidence base for best practice in disease outbreak interventions within LMICs.
- Contribute to capacity development for an improved and rapid LMIC response to disease outbreaks and contribute to supporting implementation of International Health Regulations
- Train a cadre of public health reservists for the UK-PHRST who can be rapidly deployed to respond to disease outbreaks.

The Interim Director of the UK-PHRST is Dr Ben Gannon

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).

Project Administration

- Support all non-scientific administrative aspects of the projects in the portfolio, including: travel, reimbursement of expenses, arranging project meetings and workshops, conference calls, ordering stationery, supplies and shipment overseas.
- Take responsibility over organising all project travel including flights, accommodation, visas and related cash advances, whilst demonstrating a commitment to obtaining competitive fares.
- Assist with the maintenance of Excel and Sharepoint information management systems for appropriate administration of the projects.
- Support leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences, e.g. drafting agendas, taking minutes, liaising with Catering and Events teams.
- Take on administrative assignments to support the development of contractual agreements, project systems and functions.

Finance and Procurement Administration

- Take responsibility over staff and non-staff expense claim management, ensuring relevant documentation is obtained for efficient submission and approval.
- Support monthly reconciliations of project credit card(s), ensuring all documentation is collated and submitted for approval by the required deadlines.
- Build competency of the School's financial and procurement system, Agresso, to support project procurement administration.
- Understand and adhere to the relevant School policies, including Financial Regulations, the Expenses and Benefits policy and the Procurement policy.
- Understand and adhere to funder regulations.

Communication Administration

- Support the maintenance of project webpages, including project communications materials.

Other

- Work as part of a team and show awareness and consideration of other administrative roles in the department
- Take responsibility for additional tasks where there is capacity.
- Adhere to Faculty and School policy and procedures at all times.
- Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- Contribute to general activities of the Department and School that help to promote the objectives of the school.

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.

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Department: Infectious Disease Epidemiology

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to degree level or equivalent or substantial relevant experience. 	D
	<ul style="list-style-type: none"> Evidence of continuous professional development including internal or external training and development programmes. 	D
Experience	<ul style="list-style-type: none"> Relevant experience of providing proactive administrative support in Higher Education (or similar environment) and working closely with academic staff members. 	D
	<ul style="list-style-type: none"> Significant experience of providing administrative support for projects and/or research projects. 	E
	<ul style="list-style-type: none"> Proven ability to manage own work-load, organising and prioritising tasks to meet deadlines. 	E
	<ul style="list-style-type: none"> Proven ability to understand processes/information (e.g. organisational policies). 	E
	<ul style="list-style-type: none"> Experience of planning and providing support for meetings and/or events booking rooms/travel/accommodation 	D
	<ul style="list-style-type: none"> Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages. 	E
Knowledge	<ul style="list-style-type: none"> An understanding of academic research and funding within higher education. 	D
Personal Qualities	<ul style="list-style-type: none"> Excellent interpersonal skills. 	E
	<ul style="list-style-type: none"> A collaborative and flexible approach with evidence of ability to work independently and as part of a team. 	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 based in the Keppel Street building of the London School of Hygiene & Tropical Medicine. It is available on a full-time basis commencing as soon as possible, until the 31st of March 2022 in the first instance with possibility to extend depending on funding. The appointment will be made on the Grade 4 PSP scale with salary in the range £30,302 - £34,468 per annum (inclusive of London Weighting) depending on qualifications and experience. 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. In addition to this there are discretionary "Wellbeing Days". Membership of the Pension Scheme is available.

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.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

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.