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 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. The 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 contribute 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.

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.
JOB DESCRIPTION

Post: Project Administrator, ACT Consortium

Grade: PSP Grade 4

Responsible to: Eleanor Challenger, Assistant Manager, ACT Consortium

Department: Clinical Research Department, ITD

The Project Administrator will be engaged to work on a part-time temporary basis with the London School of Hygiene & Tropical Medicine’s ACT Consortium, based in the Clinical Research department.

The ACT Consortium is a global research partnership working to maximize the public health impact of artemisinin-based combination therapy (ACTs) through high quality, policy driven, multi-disciplinary operational research. Since its’ inception in October 2007, the Consortium has supported 25 research studies in 10 countries in collaboration with 27 collaborators, with just under $40 million funding from the Bill and Melinda Gates Foundation. The Consortium which ends on 30th June 2016 continues to undertake activities referred to as SCALE to collate, integrate, and interpret data from within and beyond the Consortium, as well as communications to disseminate key findings and report on impacts from the 25 individual research projects. Further details about the ACT Consortium can be found at www.actconsortium.org.

The post holder will be based at Keppel Street, LSHTM working alongside other members of the Consortium’s core team, and will report to Eleanor Challenger, Assistant Manager for the ACT Consortium. The position is available immediately until 30th June 2016 with funding from the Gates Foundation.

The Project Administrator will provide support related to the administrative, financial and logistical aspects of the consortium, in collaboration with the Assistant Manager and other core team members.

Principal Duties and Responsibilities will include:

Financial administration

- Administering Agresso for financial management purposes including procurement (raising requisitions and purchase orders), tracking payments and downloading reports for financial reporting and monitoring purposes

- Preparing inter-account transaction journals and associated paperwork to ensure costs are allocated to the correct project account code

- Supporting the Assistant Manager to monitor expenditure against budgets and forecast future expenditures including staff salaries, travel, sub-contractor and external agency payments and supplies

- Supporting the review of financial reports submitted by Consortium sub-contractors
• Preparing costs and collating materials for funder submissions including developing and submitting LOIs and preparing P-facts ensuring adherence to regulations of the funding organisation

• Supporting the Assistant Manager to prepare finance reports and budget justifications

• Drafting budgets using LSHTM and donor budget headings including personnel, sub-contractors, travel and supplies

• Arranging the transfer of payments to sub-contractors and external agencies by credit card or bank wire transfer in collaboration with research, procurement and finance colleagues

• Collating and submitting evidence of staff and external partner expense advances and claims, gathering evidence of accompanying paperwork including invoices and receipts

• Adhering to the Financial Regulations of LSHTM and funding organisation (Gates Foundation)

Research grants administration

• Supporting the financial and administrative aspects of managing, reviewing and drafting sub-contracts and extensions between LSHTM and partner organisations, in liaison with the Assistant Manager and LSHTM Research Contracts Office

• Supporting the process of sub-contractor project closures e.g. ensuring sub-contractor final finance reports are received, funding transfers are complete, assets are accounted for and all relevant grant closure paperwork is in order

• Supporting the review of financial reports submitted by consortium sub-contractors

• Supporting the Assistant Manager to monitor income and expenditure ensuring accurate financial recording systems for effective management of research budgets

• Liaising with the LSHTM Research Grants Office regarding sub-contractor payments, expenditure and financial reporting

Administration

• Booking and organising flights and accommodation using LSHTM preferred travel agencies, arranging visas and reimbursing staff expenses for international travel and meetings

• Obtaining quotes from suppliers and processing supplier orders using Agresso requisitioning, and liaising with procurement and courier companies

• Arranging project meetings and workshops, and tele- or video-conference calls, including room booking, catering and logistics
• Coordination of, and participation in team meetings and conference calls

• Drafting agendas, supporting papers and taking minutes for conference calls and meetings

**Human Resources**

• Preparing staff costings and change of salary (PVF) funding forms and staff contract extensions using P-fact to forecast staff salary costs.

• Provide administrative support for personnel procedures, in particular collation of end of contract paperwork in collaboration with ACT core staff and HR colleagues

**Departmental and Faculty**

• Attendance at Departmental and Faculty meetings

• Undertaking other duties related to the post as requested by the line manager

• Responding to requests from the Departmental and Faculty Operating Officers on administrative matters

• Adhering to Faculty and School policy and procedures at all times

**PERSON SPECIFICATION**

**Essential Criteria:**

• Proven financial administration experience including drafting and monitoring complex budgets and expenditure reports, reviewing sub-contractor finance reports and supporting the preparation of financial reports

• Proficient in using Agresso for financial administration and P-fact for salary costings

• Proven administrative and organisational experience

• Proven ability to assess priorities, manage a busy workload and meet deadlines

• Excellent written and oral communication skills in English

• A high level of accuracy and attention to detail

• Knowledge of LSHTM financial administration policies and procedures – e.g. grant submission (LOI/P-fact), sub-contract administration and reporting, procurement procedures and financial payment options

• Proficient in using Microsoft Office packages including Word and Excel and intermediate knowledge of using Excel for budgeting and financial administration purposes
• Excellent interpersonal skills, including an ability to work with individuals from different backgrounds and cultures

• Experience of working in an academic research environment alongside an interest in health related research projects

**SALARY AND CONDITIONS OF APPOINTMENT**

The post is funded by the Bill & Melinda Gates Foundation until 30th June 2016 and is available immediately. Salary is on the Professional Support Pathway scale Grade 4 from £27,962 - £31,808 (inclusive of London Weighting). The post is offered at 0.6 FTE however other part-time configurations will be considered. 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).

**APPLICATIONS**

Applications should be made online via our website at [http://jobs.lshtm.ac.uk](http://jobs.lshtm.ac.uk) The reference for this post is **ITD-CRD-02**. 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 on the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).