

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

**FACULTY OF INFECTIOUS AND TROPICAL DISEASES**

**CLINICAL RESEARCH DEPARTMENT**

**International Centre for Eye Health Projects and Finance Manager**

**LONDON  
SCHOOL of  
HYGIENE  
& TROPICAL  
MEDICINE**



## **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 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 Clinical Research (Head: Professor Shunmay Yeung)***

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 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 (LSHTM). 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.

## **The International Centre for Eye Health (*Director: Professor Matthew Burton*)**

The [International Centre for Eye Health](#) (ICEH) is a research and education group based at the London School of Hygiene & Tropical Medicine.

***Our Vision:*** Improving Eye Health Worldwide

***Our Mission:*** To improve vision and eye health worldwide; working in partnership to achieve excellence in research, education, capacity development and translation of knowledge into policy and practice.

***Our Strategic Approach:*** To be a world-leading academic centre and collaborative network for global eye health that delivers:

- Research – that translates impactfully into policy and practice
- Education and Knowledge Sharing – that equips and informs eye health leaders and personnel
- Capacity Development – that strengthens and motivates the workforce and transforms the eye health system

***Our Values:***

- Excellent and innovative in our work
- Respectful, encouraging and inclusive in our relationships
- Collaborative in our approach
- Clarity and openness in our communications

ICEH has trained clinicians and health care professionals from many countries, particularly in Asia and Africa. Through its [MSc in Public Health for Eye Care](#) and PhD programmes, ICEH has been instrumental in equipping many of the leaders in eye health in low- and middle-income countries across the world today. In 2006 ICEH was awarded a Queen's Anniversary Prize for Higher and Further Education for "Reducing blindness worldwide". Over the last six years the ICEH has coordinated the [Commonwealth Eye Health Consortium](#) and was the lead organisation for the [Lancet Commission on Global Eye Health](#). The team, in partnership with colleagues in many different countries, typically produce more than 150 peer-reviewed research publication per year, including several large clinical trials. Our open online courses (MOOCs) have reached over 34,000 people in >180 countries.

## JOB DESCRIPTION

<b>Job Title:</b> ICEH Projects & Finance Manager	
<b>Department /Division/Unit:</b> Clinical Research Department / International Centre for Eye Health (ICEH)	
<b>Faculty/Professional Service:</b> Infectious and Tropical Diseases	
<b>Location:</b> London	
<b>Reports to:</b> Sally Gillespie, ICEH Operations Manager	
<b>Responsible for:</b> one Grade 5 (Students & Alumni Engagement Officer, 1.0 FTE) and one Grade 4 (Editorial and Project Administrator, 0.8 FTE)	
<b>Full Time/Part Time/Casual:</b> Full Time	<b>Hours</b> (if less than full time):
<b>Grade:</b> PSP6	

### Overall Purpose of the job

The role holder will be responsible for the project management of an extensive portfolio of eye health education and capacity development projects with responsibility for financial management and reporting of complex budgets, funder liaison, business development and human resource management. In addition, it is anticipated that the post holder would manage a small number of research grants. The post-holder will develop a good understanding of the funder terms and conditions for the project(s) providing sound advice and ensuring compliance to these and the School's policies and procedures, including the Financial Regulations. The position will be part of the ICEH Professional Services Team and will have line management responsibility for two staff members in the team as well as providing operational support to several educators, researchers and projects in the wider ICEH team. The role will require excellent communication skills to liaise with team members, LSHTM central services, existing and potential funders, collaborators, partners, and external institutions.

The portfolio of eye health education and capacity development work includes:

- MSc in Public Health for Eye Care (including scholarship fundraising),
- Short Course in Global Eye Health,
- Community Eye Health Journal (in English / French / App) – with >25,000 readers,
- VISION 2020 LINKS Programme (an extensive international capacity and clinical training through North – South and South-South network programme ),
- ICEH Open Education online with 7 courses (>34,000 users) across two platforms.
- New programme to develop both an online Post graduate certificate and diploma in the coming year.
- New programme in development on “Knowledge Exchange”, in the area of global eye health and public health.

**Additional background information about these areas of work is available on the [ICEH website](#).**

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Project Management**

- Project management of the ICEH educational portfolio (listed above); managing the whole grant project life cycle from developing funding applications in liaison with ICEH colleagues, budgeting and monitoring, negotiating contractual arrangements for awarded funds, providing timely narrative and financial reports and ensuring funder and audit terms and conditions are met.
- Project management and oversight of research grants and scholarships programme through the whole grant life cycle as required, some of which may have multiple overseas collaborators or complex funder requirements.
- Active project progress monitoring including the production status of the Community Eye Health Journal (CEHJ).
- Development of systems, tools and processes to support timely delivery of projects, and to understand, anticipate and mitigate risks to meeting project timelines.
- Work closely with the Legal Office and Research Operations to establish agreements with funders and partner organisations, advising on reporting/ invoicing requirements and audits and ensuring compliance with funder terms and conditions.
- Influence smooth project management delivery and financial developments of the project through liaison with internal LSHTM Central Services such as Faculty, Research Operations, Finance, HR, Communications, and Development and Alumni offices; building network of internal contacts to progress project delivery.
- Deal proactively with complex problems regarding the project and financial management of projects (in collaboration with the PI and ICEH Operations Manager) which could have significant repercussions.
- Take ownership and responsibility for managing and prioritising a busy workload, monitoring workloads, identifying priorities, coordinating work plans and allocating work amongst team members to deliver education and research projects within your portfolio.
- Support the ICEH Operations Manager in identifying areas for improvement and developing operational and project management policies, processes and tools for efficient management and delivery of education and research projects.
- Work with the ICEH Communications Officer to ensure effective communication internally and externally in relation to the educational, knowledge exchange (new interactive programme for a community of shared learning) and capacity development portfolio.
- Manage and oversee necessary administration and associated logistics and payments related to steering committees, project meetings and events, ensuring effective delivery and documentation.
- Ensure all project documentation and communications are stored and organised effectively; using various cloud based or electronic platforms within Microsoft Office and other project management tools and databases.

### **Finance Management**

- Manage complex budgets across multiple funders, which may include budgets over a million pounds, monitoring income, expenditure and forecasting monthly, and establishing and maintaining robust and accurate financial recording systems ensuring spend is on target, analysing annual statements of account, and troubleshooting accounting issues.
- Work with LSHTM Finance Office and Research Operations to complete detailed financial reports for submission to funding organisations, collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.
- Manage and monitor several non-research financial accounts, reporting to ICEH Director and Operations Manager to assist resourcing decisions.
- Track resources and salary plans for ICEH staff, liaising with the ICEH Operations Manager to agree on allocation of resources, managing risks and advising on staffing shortfalls.
- Prepare and delegate Payroll Variation Forms (PVFs) to extend staff contracts and change funding or full time equivalent (FTE).

- Analyse, interpret and summarise narrative and financial data and present high-level grant expenditure reports, detailed forecasts and statements for funders (within funder terms and conditions) providing justifications for variances or deviance, putting forward analyses, justifications, and recommendations on value for money to funders and PIs.
- Prepare and review project management, narrative and financial information for grant preparation and proposal submissions, including preparation of complex budgets and costings for multiple workstreams using Excel and RCP (LSHTM's budget costing system) and supporting LSHTM pre-award approval processes (Letter of Intent & RCP).
- Understand and adhere to the school Financial Regulations and funder regulations.

### **Funder Liaison and Business Development**

- Research potential funding opportunities and work with colleagues to develop grant proposals, keeping abreast of funding initiatives and LSHTM pre- and post-award processes to maximise funding opportunities.
- Present complex narrative and financial information in relevant formats to stakeholders such as funders, project specific steering committees, project teams, the ICEH Director and ICEH Operations Manager.
- Act as primary liaison with funders in relation to the financial and project management aspects of the education and capacity development work in your portfolio.
- Establish positive working relationships and maintain regular contact with funding organisations, LSHTM based clinicians, educators, researchers, visitors, students and external collaborators (in the UK and overseas) regarding ICEH education work plans and objectives.

### **Line Management and Team Development**

- Line management responsibility for two ICEH Professional Services staff members, effective leadership, development, mentorship, and support to develop their skills and expertise in research and education project administration, ensuring wellbeing and conducting annual Performance Development reviews.
- Assist in the recruitment process for new staff members including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
- Assist in the induction and training of new staff or temporary administrative staff within the team.
- Provide advice and assistance and respond to requests from colleagues enquiring about LSHTM policy and process particularly regarding administrative, financial and operational procedures.
- Support Professional services staff to establish new administrative and scholarship processes as required for the coordination of the Postgraduate online course

### **Other responsibilities**

- Contribute pro-actively to ICEH core functions supporting the development of efficient & effective working practices in collaboration with ICEH colleagues as well as LSHTM Central Services, Department and Faculty.
- Attendance at Group, Department and Faculty meetings; providing holiday cover for other professional services staff, and deputising for the ICEH Operations Manager when they are out of office.
- Actively participate in and provide organisational support for meetings, events and conferences, representing ICEH at external meetings.
- Respond to requests from the ICEH Director, Department Manager and Faculty Operating Officers on administrative matters.
- Undertake other duties related to the post as requested by the line manager.
- Adhere to Faculty and School policy and procedures at all times.

This list is not exhaustive and the post-holder will be expected to carry out duties in line with these responsibilities.

Role descriptions should be regularly reviewed to ensure they are an accurate representation of the role.

## PERSON SPECIFICATION

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

### ESSENTIAL & DESIRABLE CRITERIA:

[illegible]



	<p>budgets and programme management information to produce accurate financial reports.</p> <ul style="list-style-type: none"> <li>• Self-motivated, with the ability to work independently and proactively, taking the initiative to solve difficulties and issues whilst delivering a large output of work and responding flexibly to changing situations.</li> <li>• Interest in and knowledge of education and international health and development issues particularly in low or middle-income countries.</li> <li>• Working knowledge of funder terms and conditions and Full Economic Costing (FEC) methodology.</li> </ul>	<p>E</p> <p>D</p> <p>D</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team including contributing to the development of other team members.</li> <li>• Excellent interpersonal skills including the ability to establish and maintain effective working practices with individuals of different seniority and from different backgrounds and cultures, together with an ability to communicate and negotiate at all levels.</li> </ul>	<p>E</p> <p>E</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 AND CONDITIONS OF APPOINTMENT**

The post is full time, 1.0 FTE and fixed-term until 31 October 2022. The post is funded by various funders and is available as soon as possible. The role is funded for one year with possibility of extension depending on available funding.

The salary will be on the Professional Services salary scale Grade 6 in the range £40,611 - £46,119 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 "Wellbeing Days". Membership of the Pension Scheme is available. The post is based in London at the London School of Hygiene & Tropical Medicine.

## **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>