

PROJECT ADMINISTRATOR

JOB DESCRIPTION

Job Title: Project Administrator
Department/Division/Unit: Department of Global Health and Development (GHD)
Faculty/Professional Service: Faculty of Public Health and Policy (PHP)
Location: Tavistock Place, Central London
Reports to: Project Coordinator - ESPHI (Linda Amarfio)
Accountable to: Department Manager and Principal Investigators
Full Time/Part Time/Casual: Full Time
Grade: 4
Overall Purpose of the Job: The postholder will be responsible for providing efficient administrative, logistical and financial support to the iDSI project at LSHTM. It will involve a wide range of duties including event planning, financial processing, logistics and communications. The key purpose of the job is to support the administration of the iDSI project grants in GHD. The postholder will primarily be responsible for financial processing, communications, and travel and events management. The post-holder will also oversee small budgets and maintain research group communications profiles. They will have good time management and prioritisation skills when completing tasks from across several different PIs and project teams. The postholder will also have the opportunity to develop administrative and project management skills that will serve as a platform for future research project coordination or management roles. They will be a member of the Department's administration team, and will be accountable to the Department Manager and to Principal Investigators in the ESPHI group. The role holder will be expected to: Project Support <ul style="list-style-type: none">• Proactively manage travel arrangements for staff across the group, solving travel problems and developing itineraries that are cost-efficient for the Department and for research grants.• Book airfares, domestic travel and accommodation, and complete visa applications on behalf of academic staff.• Assess and advise on risk when organising travel, ensuring that appropriate permissions are sought for staff travelling to high-risk destinations, and ensuring that travel insurance is obtained for all travellers, via the School's iTravel system.<ul style="list-style-type: none">○ This includes advising on risk for staff travelling to sensitive destinations, and supporting the development of appropriate risk assessments and mitigation strategies.
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- Arrange meetings, symposiums and other events in support of the iDSI team. This includes sourcing and booking meeting venues, arranging accommodation for attendees, booking catering, organising audio-visual/digital support, and processing participant expenses or per diems.
- Assist with the organization of short courses and workshops associated with iDSI technical assistance, including preparing course materials, booking venues, ordering catering and keeping track of the expenditure of the courses.
- Assist with the maintenance of management tools i.e. project guidelines, risk management plan, report and deliverable templates.
- Arrange for the transfer of payments to collaborators and manage payments against an approved payment profile.
- Obtain quotes from suppliers, process orders and coordinate shipment of equipment and other supplies to overseas sites, including liaising with recipient, procurement and courier companies.
- Assist the Principal Investigators in collating material for research applications and completing funders' web-based forms.
- With input from senior members of the iDSI group, assist the Project Coordinator with the preparation and coordination of narrative reporting to funders, for all iDSI grants.
- Maintain information management systems for appropriate administration of the projects.
- With input from members of the Group, assist the Project Coordinator with close-down activities at project completion, including support to the group to conduct the post-project review, the documentation of all project materials, and actions to ensure the transfer of project knowledge and lessons learnt.
- Service meetings through the drafting and preparation of agendas and papers and the taking of minutes, ensuring that action points are followed up.
- Organise teleconferences and other web-based events with collaborators, including those overseas.
- Be proactive and take initiative in anticipating potential challenges to travel itineraries and/or events, putting strategies in place to reduce the risk of potential problems.
- Take a flexible and pragmatic attitude to travel and events management, resolving 'on-the-spot' problems that arise swiftly.
- Understand stakeholder needs and proactively offer support where needed.

Finance

- Manage financial processing within the School's accounts managements system (Agresso), including generating requisitions, monitoring expenses, approving expenditure, producing reports, and monitoring straightforward budgets.
- Prepare costings using RCP, assisting in the preparation of grant bids (e.g. those without subcontractors).
- Providing summary reports/descriptive statistics as requested by the PIs and Project Coordinator
- Analyse income and expenditure information from the LSHTM Finance system (Agresso), checking appropriate allocation of expenditure and providing monthly reports.
- Purchase supplies, travel or other services on behalf of the iDSI group, adhering to the School's Procurement Policy.

- Check and submit expenses claims prepared by iDSI staff, ensuring that expenditure was incurred legitimately on School business, and is in line with research funders' regulations.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors when required.
- Assist Research Operations Office and Project Coordinator in the preparation of detailed financial reports for submission to funding organisations. Allocate spend from School credit cards, matching purchases to account codes and project codes, and saving receipts as demanded by funders and LSHTM Financial Regulations.
- Take independent decisions on budgets, expenditure and staff funding, using own knowledge in conjunction with written guidelines/checklists and templates.
- Understand and adhere to the School's Financial Regulations and funder regulations.
- Manage project budgets, maintaining accurate financial records and forecasting future expenditure.
- Assist with the preparation of financial reports, allocating expenditure to budget lines in compliance with funder regulations, working with Project Coordinator.
- Provide costs for budgets/forecasts including staff salaries and overseas allowances according to funder and LSHTM regulations.
- Manage individuals or group Research Support accounts, developing budgets, tracking expenditure, reporting spend and forecasting commitments to senior academic leaders, in compliance with the Department Reserve Accounts Policy.

Human Resources

- Be responsible for the induction of new staff members to the research team, particularly in ensuring that they are familiar with safety requirements and fire procedures.
- Be responsible for visitors to the group, ensuring that any necessary permissions are sought prior to visitors' arrival, and that while in the Department, visitors remain compliant with relevant safety, fire and IT / data security policies and legislation.
- Assist in the recruitment process for new staff members, including arranging job interviews and welcoming candidates where needed.
- Support staff leaving the School, assisting with the completion of Leaver Forms as needed.
- Monitor and report on staff contract end dates
- Prepare Payroll Variation Forms (PVFs) in support of Project Coordinators.
- Prepare Contract Variation Forms to alter staff line management or working location.
- Collect and record staff timesheets, for multiple projects in line with audit requirements.
- Support staff based overseas to operate effectively and in compliance with the school's human resources and financial policies and procedures, including those based overseas for work or personal reasons.

Space and office management

- Proactively manage and monitor Departmental space on behalf of the iDSI team, in compliance with the Faculty Space Policy.
- Allocate desks and monitor staff working days and absences, keeping a live record of when working space is available for staff and visitors.

- Assign and reassign office space, providing input to long term planning, forecasting when staff and visitors leave and join the Department.
- Show a flexible and pragmatic attitude when managing space, in a challenging office space where the number of staff currently exceeds the number of desks available.
- Assist with the yearly Faculty Safety Audit.

Communications

- Oversee the management of and producing content for relevant websites and social media accounts (e.g. Twitter), and liaising with communications colleagues in the wider iDSI network, working with other Group members to ensure content is up to date.
- Maintain existing Department/Unit webpages, and assist with project dissemination such as monthly project bulletins, updating web page information, updating collaborators on project activities and requests from LSHTM's press office
- Write internal newsletters or mail-outs, for example Unit or Group newsletters.
- Manage the iDSI group's mailing lists, calendars, and shared file spaces.
- Comply with the GDPR when handling data, with an excellent standard of confidentiality.

Liaison and Networking

- Provide PA support, where needed, to the iDSI lead team and manage their diaries.
- Liaise with Human Resources, Procurement, Finance and other Professional Service Departments to deal with queries and resolve issues.
- Develop and maintain good working relationships with school staff, funding organisations and suppliers, liaising on financial, and administrative issues.
- Represent the research team, Unit, Department and School in communication with external suppliers, travel agents, conference and accommodation providers, collaborators, students and funders, including in face-to-face meetings.
- Liaise and build relationships with project staff at LSHTM and at collaborating partner institutions

Teamwork and Motivation

- Provide support to other staff in LSHTM systems, including Agresso and RCP.
- Respond swiftly to requests from the Project Coordinator, research team, and Department Manager.
- The role will be an essential and central member of iDSI, liaising with research and admin staff, and government officials, from both the UK and overseas.
- Work alongside the Project Coordinator to ensure that the Group can continue to function effectively or productively, particularly during busy periods and periods of absence which the Administrator will be expected to cover.
- Work as part of a team and show awareness and consideration of other administrative roles in the department, covering periods of absence of others in the team.
- Attend Unit-, Department- and Faculty-level meetings, including the Department and Faculty admin forums, contributing actively and sharing best practice with peers.

Other

- Plan, prioritise and organise own work/resources to achieve agreed objectives.
- Assess each task for urgency/importance and create a work-plan.

- Provide information to support the decision-making of others, and escalate major decisions for consideration by line manager or senior staff.
- Contribute to decisions made by line manager or senior staff.
- Take responsibility for additional tasks and projects where there is capacity.
- Conduct literature searches for the group as required.
- Regularly be expected to solve standard problems by following set procedures/guidelines, responding to queries from the Principal Investigators, team members, and collaborators
- Provide guidance to Principal Investigators and project teams on matters relating to project finance, administration, logistics etc.
- Determine when appropriate to escalate issues to the Department Manager, Principal Investigators, or someone with specialist knowledge.
- 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 the general activities of the research team, Department and School that help to promote the objectives of the School.

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

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.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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Department/Group: Department of Global Health and Development/IDSI Research Group

Competency	Evidence	E/D
<i>Education, Qualifications and Training</i>	<ul style="list-style-type: none"> Higher education to degree level, or equivalent, or substantial relevant experience. 	E
	<ul style="list-style-type: none"> Evidence of continuous professional development including internal or external training and development programmes. 	E
Experience	<ul style="list-style-type: none"> Experience of administrative work, preferably in an academic institution. 	E
	<ul style="list-style-type: none"> High level of numeracy and experience of financial processing. 	E
	<ul style="list-style-type: none"> Excellent organizational skills and the ability to maintain accurate and up-to-date computer and other record keeping systems. 	E
	<ul style="list-style-type: none"> Proven experience of working in a team, demonstrable ability to operate in a flexible working environment and to take initiative. 	E
	<ul style="list-style-type: none"> Proven ability to understand and communicate / explain information (e.g. organisational policies, processes and funder terms and conditions) to others and to respond to a range of queries. 	E
	<ul style="list-style-type: none"> Experience of planning and providing proactive support for meetings and/or events booking rooms/travel/accommodation, including preparing papers, taking and writing up minutes. 	E

	<ul style="list-style-type: none"> • Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision. • Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format. 	E E
Knowledge	<ul style="list-style-type: none"> • A high degree of computer literacy and proficiency in the use of computer software; such as Word, Excel, PowerPoint and SharePoint. • Willingness to engage with project communications platforms, such as social media, including how to set up and maintain accounts. 	E E
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural environment • A collaborative and flexible approach with evidence of ability to work independently and as part of a team. • Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively. 	E E 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 will be based in the Tavistock Place building of the London School of Hygiene & Tropical Medicine, or remotely as national restrictions permit. It is available to start as soon as possible and is fixed-term to 31st December 2023. The appointment will be made on the Grade 4 scale with salary in the range £30,302 - £34,468 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 "Director's Days". Membership of the SAUL (University of London) Pension Scheme is available.

ASYLUM AND IMMIGRATION STATEMENT

Cannot Sponsor

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.

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.

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.

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.

Human Resources 2019-MT

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

Faculty of Public Health and Policy

The School is divided into three academic faculties, of which the Faculty of Public Health & Policy is responsible for research and teaching in the policy, planning and evaluation of health programmes and services. Its interests are both national and international, encompassing industrialized and low and middle-income countries. The Faculty has three research departments:

- Global Health and Development
- Health Services Research and Policy
- Public Health, Environments and Society

In the Faculty there are about 50 Professional Services staff members, and 280 academic staff drawn from a variety of disciplines including medicine, statistics, epidemiology, sociology, economics, anthropology, operational research, psychology, nursing and history. Each department is responsible for its own research. The School has adopted a rotating system of management for its academic departments and faculties. The management of a department is under the control of the Department Head, appointed by the Director for a period of three years in the first instance. The Faculty Head is appointed in a similar manner but for an initial period of up to five years.

The Faculty of Public Health and Policy is responsible for organizing a one-year Master's course in Public Health, which allows students to take either a general MSc in Public Health, or to follow one of several more specialised streams: Health Services Management, Health Promotion, Environmental Health or Health Services Research. The Faculty also jointly teaches the MSc Public Health in Developing Countries and MSc Control of Infectious Disease (with the Faculties of Infectious and Tropical Diseases and Epidemiology and Population Health), and MSc Health Policy, Planning and Financing (jointly with the London School of Economics). Master's courses are organized in a modular format across the whole School. One of the growing areas of Faculty teaching is distance-based learning, with MScs in Public Health and Global Health Policy. In 2019/20, over 370 students were registered for our face-to-face Masters programmes and 1367 students were registered for distance learning MScs.

The Faculty has also reorganized and expanded its research degree (MPhil/PhD; DrPH) training. Currently there are about 164 students and 36 staff members registered for a research degree.

Department of Global Health and Development (GHD)

The Department conducts novel and policy-relevant research and training that concerns health issues with a global reach, predominantly from the perspective of low- and middle-income country development. There are approximately 130 academic staff and 100 research degree students, with total grants funding of over £35m spread over a range of funders including research councils, UK and overseas charities, the European Union, Department for International Development and others. Academic Staff come from a wide range of disciplines including; economics, epidemiology, mathematics, law, politics, social policy and policy analysis, sociology and anthropology and are grouped into two units and a number of thematic research groups.