

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

**FACULTY OF INFECTIOUS AND TROPICAL DISEASES**

**DEPARTMENT OF DISEASE CONTROL**

**Overseas Project Administrator**

**FURTHER PARTICULARS**

## **GENERAL INFORMATION**

### **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, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services. Research income has grown to more than £110 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. 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.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (Moocs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is 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.

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## **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 Disease Control (Head: Professor James Logan)***

This multidisciplinary Department includes epidemiologists, entomologists, anthropologists and social scientists, clinical scientists, public health engineers and geographers. This range of expertise provides us with a battery of tools for focusing on the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in developing countries. Much of the research can be categorised as: evaluating disease control interventions; investigating implementation strategies - including working with the private sector; understanding the factors underlying household behaviour in relation to family health; or determining how control resources can be targeted most efficiently. Particular attention is paid to research directed at current health policy issues, including the gap between policy and practice.

The Department's Environmental Health Group plays a leadership role in research and operational support for hygiene behaviour change, household water supply and sanitation. Three key programmes which contribute to the work of the Group are the DFID funded consortium Sanitation and Hygiene Applied Research for Equity (SHARE), the Hygiene Centre (Unilever) and the improved sanitation randomised, controlled field trial jointly funded by the Bill & Melinda Gates Foundation and International Initiative for Impact Evaluation (3ie).

The Department houses the largest research group in LSHTM working on malaria control. Ongoing projects include: research capacity strengthening in Africa through the work of the Malaria Capacity Development Consortium (MCDC); novel approaches to combating malaria in pregnancy (MiP) in both Africa and India; a number of projects which develop and evaluate delivery mechanisms to improve ACT access, targeting, safety and quality, all funded by the ACT Consortium. In addition, staff are involved in studies of Seasonal Malaria Chemoprevention (SMC) in West Africa and are supporting work on the large Phase 3 clinical trial study of the RTS,S malaria vaccine in children.

The Department is world-leading in applied entomology and insect borne diseases, and has provided a testing service for control products for over 20 years. The Arthropod Control Product Test Centre Arctec provides access to the Department's

valuable mosquito colonies and in-house facilities for testing of repellents, insecticides and after-bite treatments. Its entomological field sites in Tanzania, Benin, The Gambia and Kenya are involved in a variety of vector borne disease control trials. The PAMVERC alliance between LSHTM and African partners work in partnership with WHO and the manufacturing industry on product development and evaluation under laboratory and semi-field conditions and in community trials.

Staff from the Department lead on studies investigating how meningococcal meningitis is spread in Africa and the impact of a new serogroup meningococcal A vaccine on reducing transmission (MenAfriCar Consortium). Staff are also assisting in the evaluation of the impact of introduction of a pneumococcal conjugate vaccine into the routine EPI programme of The Gambia and in the initial testing of a new pneumococcal protein vaccine in the same area.

Also based with the Department is the IDEAS (Informed Decisions for Actions) project, which aims to improve the health and survival of mothers and babies through generating evidence to inform policy and practice. The Department also includes a major grouping of researchers using spatial analysis in public health.

### ***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 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**

The post holder is responsible for providing support to a large number of overseas projects and project staff based in the UK and overseas in Africa. This position is an integral member of the team, being responsible for co-ordination and financial and administrative management of projects

<b>Job Title:</b>	Overseas Project Administrator
<b>Department:</b>	Disease Control
<b>Faculty:</b>	Infectious and Tropical Diseases
<b>Location:</b>	Keppel Street, London
<b>FTE:</b>	Full time (1.0)
<b>Grade:</b>	PSP 4
<b>Accountable to:</b>	Raphael N'Guessan/Terri O'Halloran

### **Overall purpose of the job**

The post holder will be responsible for providing efficient administrative, logistical and financial support of a portfolio of research projects from set-up to closure. Several of these projects may have multiple overseas collaborators and/or complex funder requirements. 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 policies and procedures, including the Financial Regulations. The post holder will be a member of the department administration team reporting to the Principal Investigators within the team.

The Role holder will be expected to:

### **Grant & Financial Management**

- Understanding the complexities of various funder's terms and conditions to deliver a project within its remit.
- Work closely with funders to produce budgets within award amount, providing all relevant document according to funder's specific requirements.
- Manage a large number of multi-million Dollar/Sterling grants with several African organisations.
- Prepare Pfacts and financial budget for grant application.
- Produce administration and bespoke financial reports.
- Provide grant analysis and expenditure forecast for various audiences.
- Draft sub contracts between School and overseas institutions.
- Prepare individual budgets and other related documentation together with overseas team and PI.
- Assisting partner institutions receiving funds to establish working budgets and to monitor expenditure from these budgets in line with funder requirements.
- Monitor income and expenditure and maintain an accurate financial record system to maximise budget expenditure.
- Report and advise on spending of income and allocation of grant related sources, including annual budget forecasting.
- Act as point of contact both internally and externally for all financial and administrative matters.
- Communicate in French (written/oral) with collaborators and partners

- Preparing and maintaining overall payroll spreadsheets.

#### **Administration:**

- Make arrangements for travel, including flight, accommodation, visas, insurance, per diems as necessary for project staff, and ensure that expenses claims are refunded
- Co-ordinate visits for overseas visitors, including booking their accommodation, arranging per diems, entertainment, and meetings with relevant people based in various institutions in the UK.
- Develop and maintain information management systems for the administration of the project.
- Manage all non-scientific aspects of the project.
- Making sure all overseas staff have relevant SOP's in place to cover Health & Safety, Travel and all other relevant areas relating to employment.
- Draft written materials such as reports and documentation relating to financial or administrative aspects of each project, in both French and English.
- Assist with proposal budget and contract issues with funders and collaborators.

#### **Staffing:**

- Prepare paperwork for the recruitment process for new members of staff including drafting job descriptions, job evaluations and arranging interviews.
- Provide relevant information to all LSHTM overseas staff regarding HR and financial procedures
- Prepare Payroll funding forms and staff contact extensions. Prepare HR variation forms to apply overseas staff allowances

#### **General:**

- First point of contact for overseas project requests. Co-ordinate and order equipment, consumables and supplies including those requested for field operations abroad, ensuring the goods arrive at the School safely, are stored properly, packed safely, correctly insured and forwarded abroad by air or other necessary means. Check that the goods arrive at their destination safely. Search for academic articles in libraries on behalf of senior academics
- Prepare presentations for project staff.
- Ensure adequate insurance is provided for personnel, vehicle and freight cover by creating/maintaining a database with: overseas allowances, PMI, rent.
- Organisation of workshops and meetings.
- Prepare projects proposals and reports in the correct format for evaluation including budgets.
- Researching, analysing, adhering as well as conveying important guidelines, requirements and procedures to the PIs and other team members (e.g. internal: LSHTM's HR procedures and policies, Financial Regulations; and external: financial reporting requirements of funding organisations etc)
- Draft budget justifications for requests for funding, budget re-profiles and extensions.
- Review financial reports submitted by sub-contractors/collaborators to ensure the expenditure is in line with the budget and funding regulations, keeping own records of budget vs expenditure for each collaborator.

**Departmental**

- Liaise with the Departmental Operating Officer on Departmental procedures when requested.
- Other duties as reasonably requested.
- The post-holder is expected to undertake general office duties and is expected to be part of the Faculty and Department, attending relevant Faculty and Department meetings when possible and participating in the School's staff appraisal scheme.

**Principal Duties and Responsibilities:**  
**Communication**

- Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators.
- Liaise with PIs to establish their funding application needs, assisting with Letters of Intent (LoI's) and project costings on pFact.
- Liaise between the Research Operations Office (ROO) and the PI when a project is awarded to ensure a timely set up, ensuring award letters are passed to ROO and the budget is accurately loaded onto Agresso.
- Liaise with funders in regards to application submissions and projects.
- Liaise with Research Operations, Human Resources, Procurement and other Professional Service Departments to deal with queries and resolve issue
- Drafting, coordinating and being responsible for the timely submission of the financial reports, including reviewing partner institutions' reports, to respective funding organisations
- Ability to use initiative and prioritise tasks under pressure, including an ability to know when to confer with colleagues and/or refer matters on.
- Experience in organising and servicing meetings, including minute taking, constructing agendas and producing papers.
- Fast and accurate word-processing skills.
- Proven experience of working in a team and a demonstrate interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural and multidisciplinary environment together with the ability to communicate and negotiate at all levels.
- Excellent written and oral skills. Ability to present financial and other information in a clear and logical format.
- Ability to demonstrate capability of handling a large number of projects.
- Proven experience of financial background, preferably within an academic background.
- Intermediate Word and Excel experience
- Proven ability to work as a team player

**Decision Making**

- Provide guidance to the Principal Investigator and project team on matters relating to project finance, administration, logistics etc.
- Respond to financial queries from funders and collaborators on behalf of the Principal Investigator and in liaison with Research Operations

- Make a contribution to collaborative decisions about project-related matters thorough active participation in project meetings and discussions with the Principal Investigator and team members.

### **Planning and Organising**

- Managing, overseeing and supporting the administrative and logistical aspects of any PI travels, meetings and workshops, from sourcing relevant supplier(s) to meet the team's needs to making informed decision on the best quote to acquire, and ensuring travelling staff have relevant insurance in place
- Assisting the PIs by being responsible for the planning and organising of recruitment of Project staff, including drafting job descriptions and job evaluation (HERA)
- Plan, prioritise and organise own work/resources to achieve agreed objectives.
- Assess each task for urgency/importance and create a work-plan.
- Develop and maintain information management systems for appropriate administration of the project(s).

### **Initiative and problem solving**

- Occasionally be expected to use initiative and creativity to identify and solve more unusual problems; interpreting school and funder policies and procedures and assessing the consequences of various courses of action.
- Regularly be expected to solve standard problems by following set procedures/guidelines, for example, responding to queries from the Principal Investigator, team members, collaborators and Professional Services.

### **Analysis and Research**

- Researching, analysing, adhering as well as conveying important guidelines, requirements and procedures to the PIs and other team members (e.g. internal: LSHTM's HR procedures and policies, Financial Regulations; and external: financial reporting requirements of funding organisations etc)
- Draft budget justifications for requests for funding, budget re-profiles, uplifts and extensions.
- Review financial reports submitted by sub-contractors/collaborators to ensure the expenditure is in line with the budget and funding regulations, keeping own records of budget vs expenditure for each collaborator.

## PERSON SPECIFICATION

Competency	Evidence	E/D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Higher education to degree level, or equivalent, or substantial relevant experience;</li> <li>Advanced working knowledge of the MS Office Suite, Management Information Systems and software relevant to grant management</li> </ul>	D  D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of managing large complex grants;</li> <li>Substantial relevant experience of providing proactive administrative support in Higher Education (or similar environment) and working closely with senior academic staff members;</li> <li>Significant experience of providing administrative / financial support for research projects, including proven ability to monitor a budget and prepare accurate costings, projections and reports.</li> <li>Experience of working in an academic research environment;</li> <li>Proven experience of negotiating contracts for research, consultancy or other services</li> </ul>	D  E  E  D  D
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Proven knowledge of academic research, grant applications and funding within higher education;</li> <li>Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format, respond to a range of queries and provide guidance on organisational policies and processes;</li> <li>Proven ability to work with a high level of accuracy and attention to detail;</li> <li>Excellent interpersonal skills including evidence of the ability to work independently and as part of a team, and to establish and maintain effective working relationships;</li> <li>Excellent relevant IT skills and willingness to learn new software packages.</li> </ul>	D  E   E  E  E
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Proven ability to manage own workload, organising and prioritising tasks to meet deadlines;</li> </ul>	E



	<ul style="list-style-type: none"> <li>Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively;</li> </ul>	E
<b>Other</b>	<ul style="list-style-type: none"> <li>Willingness to travel to India.</li> </ul>	E

## **SALARY AND CONDITIONS OF APPOINTMENT**

The post is funded for one year, with the possibility of further extension subject to funding and is available immediately. Salary is on the Professional Support Grade 4 scale in the range £28,751-£32,705 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 "Director's Days". Membership of the Pension Scheme is available.

## **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 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 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)*