

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

(University of London)

PROFESSIONAL SUPPORT SERVICES

STRATEGIC RESEARCH OFFICE

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.

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Strategic Research Officer
DEPARTMENT:	Strategic Research Office
RESPONSIBLE TO:	Head of Strategic Research
GRADE:	PSP Grade 6

JOB PURPOSE

The post-holder would be part of a School-wide resource providing comprehensive support to members of academic staff with the identification and preparation of research grant and fellowship applications.

The post-holder will engage with academics and research support staff in the School and Faculties to co-ordinate and facilitate the submission of high quality, successful grant applications in line with the School and Faculty research strategies.

The post-holder will manage the support mechanisms for fellowship and grant applications across the School, providing advice and feedback during the planning and preparation stages. A significant aspect of this role will be guiding and advising candidates through the application and interview procedures for fellowships and other personal awards. The post-holder will also manage the mock interview process for fellowships and strategic awards. Working in collaboration with research support staff in the Faculties and the Research Operations Office, the post-holder will ensure that academic staff are informed and prepared for grant opportunities by maintaining and disseminating knowledge and resources to support application submission. The post-holder will support the organisation of visits by funding agency representatives to ensure that School staff gain an in-depth understanding of funders' policies, priorities and working practices. In addition, the post holder will provide support for the School's preparation for the Research Excellence Framework, including the identification and development of impact case studies.

The ideal applicant will be self-motivated and well-organised, with excellent interpersonal skills. He/she should have knowledge and experience of the research funding sector in the UK and internationally. He/she should have excellent communication skills (written and verbal) and be able to work collaboratively with academic and research support staff across the School to deliver support to academics.

KEY RESPONSIBILITIES

1. Support the Head of Strategic Research by delivering support mechanisms for fellowship and research grant applications across the School. Providing information on grant funding

opportunities, advice, guidance and feedback during the planning and preparation stages, including advising on eligibility for funding schemes.

2. Engage proactively with academic staff to guide and co-ordinate research grant applications in line with the School and Faculty strategies.
3. Establish an understanding and knowledge of academic staff's research interests in order to target sources of research funding opportunities.
4. Develop a comprehensive knowledge of the funding schemes and priorities of funding agencies of relevance to the School's work.
5. Support the review process for centrally co-ordinated grant applications.
6. Organise mock interviews for fellowship and personal award applicants, including providing advice and guidance to candidates.
7. Prepare and disseminate information relating to research funding opportunities, including: a central resource of funding opportunities; updates on funding opportunities for Faculty newsletters and the Strategic Research Office intranet site; and delivering presentations for School staff on specific funding opportunities.
8. Manage a School-wide repository of successful grant and fellowship applications.
9. Establish and maintain a database of school staff who are members of research funding committees.
10. Support the School's preparation for the Research Excellence Framework, including the identification and development of impact case studies.
11. Organise regular presentations by funding agency representatives to inform academic and support staff about their schemes and strategies.
12. To work collaboratively with the Research Operations Office and other research support staff to provide advice and support for academics preparing research funding applications.
13. To undertake other duties as required by your line manager.
14. Manage your own continuing professional development, internal collaborations and external networks in order to contribute to service quality and research excellence.

PERSON SPECIFICATION

ESSENTIAL

1. A relevant higher degree (PhD or Masters) or equivalent research experience.
2. Broad knowledge of the biomedical, health and social science research fields.
3. Experience of the research grant funding process within a funding agency or HE environment.
4. Knowledge of research funding agencies, together with an understanding of their policies and procedures.
5. Knowledge and experience of the peer review process.

6. Experience in establishing and developing partnerships.
7. Experience of working in a customer-focused environment and meeting customer needs.
8. Excellent interpersonal and networking skills, including the ability to establish and maintain positive and effective working relationships, and to work effectively as a member of a team.
9. Excellent oral and written communication skills, including the ability to summarise and disseminate complex information.
10. Excellent organisational and planning skills, including proven ability to organise and prioritise workload, work efficiently and meet deadlines.

DESIRABLE

1. Knowledge of the Research Excellence Framework
2. Experience of working effectively with researchers to prepare grant applications.
3. Developing written guidelines and or training materials
4. Writing / developing material for the internet

SALARY AND CONDITIONS OF APPOINTMENT

This full time, permanent post is available immediately. The salary will be on the Professional Support Pathway pathways Grade 6 scale in the range £38,533 - £43,759 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 STATEMENT

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