

Research Manager



Job Title:	Research Manager
Faculty:	Epidemiology and Population Health
Location:	Keppel Street, London
FTE:	1.0
Grade:	Grade 6
Reports to:	Department Manager
Accountable to:	Principal Investigators & Faculty Operating Officer
Responsible for:	Line management of a Grade 4 Project Administrator
Job Summary:	<p>The post-holder will be taking a leadership role in the overall management of the CDC project 'Conducting Research to Inform Pandemic Response and Recovery of Emergency-Affected Populations by Determining Public Health Needs, Improving Methods, and Integrating Services to Mitigate Morbidity and Mortality' providing efficient leadership, management, financial, logistical, project and administrative support to the project which has multiple overseas collaborators and complex deliverables, while also setting up an equitable partnership governance for the project.</p> <p>The post-holder will develop a good understanding of the research deliverables for the project, providing sound advice and ensuring compliance to these and the LSHTM policies and procedures. The post-holder will be a member of the department administration team and be accountable to the Principal Investigator (Prof. Francesco Checchi) and project steering committee. The role holder will line manage a Project Administrator.</p>

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 Shanghai Ranking'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.

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

The Faculty of Epidemiology & Population Health (EPH) houses a large group of epidemiologists, demographers, statisticians and nutritionists working on issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into four research departments.

- Department of Infectious Disease Epidemiology
- Department of Medical Statistics
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a teaching programme consisting of ten MSc courses: Epidemiology, Demography and Health, Medical Statistics, Public Health for Development (run jointly with the Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Reproductive & Sexual Health Research, Veterinary Epidemiology (run jointly with the Royal Veterinary College), Global Mental Health (run jointly with Kings College London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology, Clinical Trials and Demography in Health. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

DEPARTMENT INFORMATION

The Department of Infectious Disease Epidemiology (IDE) hosts a diverse range of researchers primarily in the field of infectious diseases. The department's original focus on epidemiology of infectious disease has evolved to include areas of statistical analysis, disease modelling, maternal and neonatal health, mental health and humanitarian crises. Our research activities are carried out in low, middle and high income regions and countries. IDE research ranges from ecological studies of variations in disease frequency in different populations, through observational case control and cohort studies to define risk factors for disease, to randomised controlled trials to test the impact of specific preventive and curative interventions. Much of our work is used to provide evidence to support policy decision making. The Head of Department is Prof Mark Jit.

THE PROJECT

LSHTM has been awarded a project by the US Centers for Disease Control and Prevention (CDC) to conduct research among crisis-affected and displaced populations in the context of COVID-19, consisting of a sequence of research and capacity strengthening activities, focused on four key

crisis-affected countries (the Democratic Republic of Congo, Somalia, South Sudan and Sudan), but with flexibility to conduct data collection in new emergencies and other settings where existing collaborations facilitate this. Activities and studies are organised along three aims:

- Aim 1: Establish or strengthen country-based, locally-led, multi-disciplinary humanitarian public health research units in the four key countries.
- Aim 2: Explore novel cross-cutting methods based on community-led surveillance and data science methods.
- Aim 3: Generate thematic evidence on the direct and indirect impacts of COVID-19 and other emergent public health threats, as per the following scientific objectives:

These activities will be undertaken by a consortium of academic institutions (the London School of Hygiene and Tropical Medicine, London, UK; the Université Catholique de Bukavu, DRC; SIMAD University, Mogadishu, Somalia; Imperial College London) and civil society actors (the Bridge Network Organisation, South Sudan; the Sudan Youth Peer Network and Adeela for Art and Culture, Sudan). Our partnership is committed to co-production principles and will adopt a decolonial approach to research and humanitarian action. Most team members are former humanitarian workers, and all conduct the majority or all of their research work in or on crisis-affected populations.

The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role (attached), which may be varied from time to time, and agreed at your annual Performance and Development Review (PDR).

Project coordination

- Oversee efficient and accountable management of approximately \$2m - \$3m annual project budget, with five annual disbursement cycles
- Develop strategic project plan for the project, track progress, and assist the Principal Investigator (PI) and project partners to achieve research deliverables on time, on budget and within scope.
- Establish, monitor and co-ordinate the governance of the research work by setting up and supporting the work of a Steering Committee and other mechanisms agreed by partners.
- Manage all aspects of the transition among yearly cycles of the project, including reporting, finances and continuity of staff.
- Oversee and coordinate all non-scientific aspects of the project, including learning and development and communication/policy engagement activities.
- Manage the interface between sub-awardees, academic staff and LSHTM central services in the development and execution of contracts for research and consultancy. This includes negotiating and setting up overarching budgets and liaising on scopes of work.
- Develop and own systems to ensure effective monitoring and timely technical and financial reporting of sub-awards, and ensure prompt payment for services delivered.
- Lead the on-time submission of annual financial (prepared by ROO) and technical reports to funders, and any interim reports as required, liaising with academic staff and LSHTM central services.
- Assist Research Operations with the establishment of sub-awards with partner organisations, advising on reporting/invoicing requirements and audits.
- Liaise with Research Operations over contractual agreements, expenditure and financial reporting.
- Act as a point of contact for the funder (CDC) in relation to the administration and management of the project
- Establish and maintain good working relationships with partner institutions in South Sudan, Sudan, Somalia and the DRC, along with others.
- Contribute to and chair (when required) leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences.

Finance

- Proactively manage the project budget, maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
- Take independent decisions on budget, expenditure and staff funding using own knowledge in conjunction with written guidelines/checklists and templates.
- Understand and adhere to the school Financial Regulations and funder regulations.
- Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/ invoicing requirements and audits.
- 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.
- Provide financial management reports to the Principal Investigator and Steering Committee, and advice on direction of spending and allocation of resources, including budget forecasting, interpreting trends/patterns and making predictions.

- Work with Research Operations to oversee the completion of detailed financial reports for submission to the funder, collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.

Human Resources

- 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.
- Pro-actively identify staff funding and availability short-falls, making recommendations to the Principal Investigator.
- Ensure Payroll Funding Variation Forms (PVFs) to extend staff contracts and change funding or full time equivalent (FTE) are submitted in line with set deadlines Assist in the induction and training of new PSP and academic staff or temporary administrative staff
- Line manage a Project Administrator and therefore responsible for ensuring the staff member is adequately trained and supported to carry out their role to a high standard.

Communication

- Oversee all communications work related to the project, which will be led by a dedicated focal point within the LSHTM communications team
- Contribute to drafting written non-scientific elements of annual reports, other documentation relating to the research project and communication, promotion and dissemination documents; such as newsletters.
- Keep an up-to-date list of publications and make researchers aware of open access publishing requirements.

Other

- Provide leadership support and strategic guidance to the Principal Investigator and Steering Committee for the effective management of the research team and projects.
- Keep an up-to-date list of publications and make researchers aware of open access publishing requirements.
- Undertake visits to overseas sites to attend meetings and workshops and build/strengthen relationships with collaborators.
- If time and resources allow, take part in learning and development activities for study partners, specifically around setting up governance and systems for attracting and managing research grants.
- 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 general activities of the Department and School that help to promote the objectives of the school.

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.

Job Title: Research Manager
Department: Infectious Disease Epidemiology

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Master's degree education or substantial relevant experience. 	E
	<ul style="list-style-type: none"> Previous formal education or training in research methods (quantitative or qualitative) 	D
	<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"> Substantial relevant experience of providing proactive administrative and financial support for complex research projects support in Higher Education (or similar environment) and working closely with academic staff members. 	E
	<ul style="list-style-type: none"> Demonstrable experience of providing administrative and financial support for complex research projects. 	E
	<ul style="list-style-type: none"> Experience of contributing to operational and strategic planning. 	D
	<ul style="list-style-type: none"> Working knowledge of funder terms and conditions 	E
	<ul style="list-style-type: none"> Proven ability to manage own work-load, organising and prioritising tasks to meet deadlines. 	E
	<ul style="list-style-type: none"> Proven ability to monitor a budget and prepare accurate costings, projections and reports. 	E
	<ul style="list-style-type: none"> Proven ability to understand and communicate/explain information (e.g. organisational policies and 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 	E

	<p>preparing papers, taking and writing up minutes.</p> <ul style="list-style-type: none"> • Excellent relevant IT skills (e.g. MS Word and Excel), including knowledge and experience of management information systems, databases, and financial reporting tools, and willingness to learn new software packages. • Experience of establishing or developing systems or processes to manage information. • Experience of recruiting, supervising, training, developing and managing individuals effectively. • Experience of introducing and monitoring compliance with policies, procedures, processes and systems. • Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format and draft documentation. • Experience working in the humanitarian sector, for example with a recognized international NGO or UN agency 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Knowledge	<ul style="list-style-type: none"> • An understanding of academic research and funding within higher education. • Financially literate with sound knowledge of budgeting and resource management principles • Good understanding of research project administration and management for the full research grant life cycle, including managing research projects with overseas collaborators. • Understanding of regulations governing clinical research. 	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills including the ability to establish and maintain effective working relationships. • 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. • Display a professional attitude towards colleagues, students and others at all times and in all communications. 	<p>E</p> <p>E</p> <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 based in the Keppel Street building of the London School of Hygiene & Tropical Medicine. It is available on a full-time (1.0 FTE) basis and is funded until 29 September 2024. The appointment will be made on the Grade 6 PSP scale with a salary in the range of £40,611 - £46,119 (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. In addition to this there are discretionary "Wellbeing Days". Membership of the USS Pension Scheme is available.

The post is funded by the US Centers for Disease Control and is available immediately.

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>

Date amended: JUL 2021

APPLICATIONS

Applications should be made on-line at our website at jobs.lshtm.ac.uk. Online applications will be accepted by the automated system until midnight on of the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet **each** of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable. **Please note** that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.