



JOB DESCRIPTION AND PERSON SPECIFICATION

POST: MRC LID Manager

DIVISION/DEPT/UNIT: Registry/ Division of Education

RESPONSIBLE TO: Head of Admissions

GRADE: 5

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 £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.

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.

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.

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 70,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2019 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, first in Europe for publishing open access research, and first in Europe and eighth in the world for research impact in sciences (for the proportion of its total publications ranking in the top 10% of most cited research).

In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health. We ranked 27th for medicine in the 2019 QS World University Rankings.

In the 2019 Shanghai World Ranking we placed 201-300 overall, and ranked 4th in public health (1st in the UK), 17th in clinical medicine, and 76-100 in human biological sciences. 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.

JOB DESCRIPTION

MRC London Intercollegiate Doctoral Training Programme

With Medical Research Council (MRC) support, LSHTM and SGUL have established a Doctoral Training Partnership (DTP) Programme to train the next generation to address the most pressing areas of global health need. The DTP Programme provides PhD Studentships to undertake research on four cross-cutting themes: Global Health, Health Data Science, Translational and Implementation Research, and Infectious Disease.

MRC LID is a partnership between LSHTM and St George's, University of London (SGUL). Students register at both partner institutions, with one as the primary/awarding institution. All students receive the same training, mentoring and support opportunities and their training is overseen by the MRC LID Board. The Programme provides a vibrant and thriving research environment for the blended cohort, ensuring equity, diversity and inclusion (EDI). The DTP1 Programme has 46 students currently registered on the programme (2021-22 academic year). The DTP2 Programme will recruit up to nine new students per year over 5 years, with three awards per year ringfenced for UK students from ethnic minority backgrounds, with up to two awards available to international students.

The MRC LID Manager plays a pivotal role in the delivery and ongoing development of this unique MRC LID programme, contributing to the ethos and strategic development of DTPs and other scholarships at both institutions, working with DTP Leads and those overseeing research degree study, EDI, training, and finances across both institutions.

Job Purpose

The post-holder will be responsible for managing this ambitious DTP Programme, with responsibility for all operational and financial activities of the DTP. They will be responsible for developing and maintaining administrative procedures for all programme-specific operations including day to day running and logistical implementation of the programme, recruitment, training, financial management and reporting of complex budgets, liaison with partners and the funder, and the review and development of administrative policies and procedures in line with the goals and decisions of the DTP board, institutional committees, the Universities, and the funding body, MRC/UKRI. The Programme has a specific focus in improving research training and culture and ensuring that it is inclusive, equitable and diverse. Therefore, the postholder will need to develop and implement innovative strategies to achieve this, working in collaboration with partner institutions. The post-holder will have experience in working in postgraduate education and an appreciation of EDI issues. The postholder will fulfil an initial student support role for every MRC LID student, by understanding their individual needs and acting as a key point of contact and liaison, and helping them to make the most of the development opportunities arising throughout their programme. The postholder will rapidly develop a good understanding of the funder terms and conditions, to provide advice to Programme applicants and to appointed students and to ensure compliance to these and the partner institutions' policies and procedures. The post-holder will support the DTP Chairs, providing operational oversight and support to PhD students supervisors and the MRC LID Board. The role will require excellent project management, organisational and communication skills to ensure the ambitious aims and objectives of the Programme are achieved and to liaise with LSHTM and SGUL central services, placement and internship partner institutions, trainers, collaborators and the funder.

The post-holder will be a member of the Registry Scholarships team and be accountable to the Head of Admissions.

Responsibilities

DTP Management

- Project management and oversight of the DTP through the whole grant life cycle as required, including the complex administrative, financial and other interrelationships between the partner institutions.
- Liaison with internal LSHTM and SGUL Central Services such as Registry, Faculty Research Offices, Research Operations/Joint Research and Enterprise Office, Finance, and Communications offices; building a network of internal LSHTM contacts to facilitate project delivery and serve as the key liaison point for partner institutions.
- Ensure accuracy and regularity of data collection, record keeping, and annual reporting (Je-S, MRC annual reports) to meet funder requirements, as well as feedback and reporting to partners as and when required (such as recruitment or EDI data).
- Establish and maintain clear, robust, auditable administrative documentation, systems and processes in line with established best practice, ensuring all DTP documentation and communications are stored and organised effectively, and that the DTP aligns with LSHTM's requirements around data protection and GDPR guidelines through verification that all data produced is held securely, and that data management plans are in effect, as appropriate.
- Develop systems, tools and processes to support timely delivery of projects, and to understand, anticipate and mitigate risks to meeting DTP timelines. Deal proactively with complex problems regarding the programme and administrative and financial management of projects (in collaboration with the DTP Chairs) which could have significant repercussions.
- Take ownership and responsibility for managing and prioritising a busy workload, monitoring workloads, identifying priorities, coordinating work plans and allocation of work amongst team members to deliver aims of the Programme.
- Manage and oversee necessary administration and associated logistics related to Programme meetings (including management meetings) and Programme events including occasional large-scale meetings/conferences, ensuring effective delivery and documentation.
- Provide advice and pastoral support to students including advice on studentship-related funding and processes (eg additional funding opportunities; RTSG regulations; stipend and effects on tax, health insurance etc),
- Contribute to the drafting and negotiation of the DTP partnership agreement, and contractual collaboration arrangements for CASE awards and placements with partner organisations through liaison with LSHTM Legal Services and SGUL JREO to ensure these are compiled and signed by all parties in a timely manner.
- Monitor project progress actively including collection and maintaining record of the Programme metrics as well as ensuring that annual student development and training plans and reports are completed and submitted.
- Provide timely narrative and financial reports and ensuring funder and audit terms and conditions are met.
- Receive, understand and convey complex information that needs careful explanation/interpretation to the MRC LID Board, any advisory group/s, partner institution and professional services, and Programme supervisors and collaborators.

- Support the DTP Chairs and the MRC LID Board in identifying areas for improvement, making recommendations, and developing operational and project management policies, processes and tools for efficient management and delivery of education and research goals of the Programme.
- Keep knowledge up-to-date on funder's contractual terms and conditions, guidance, and new policy and regulation developments. Provide specialist advice and assistance to stakeholders on issues relating to the implementation and interpretation of policies, liaising with UKRI, and cascade information to MRC LID board, supervisors, students, and appropriate senior staff at both institutions. Ensure DTP compliance with funder and institutional rules and regulations.
- Lead on development of internal policies and procedures to ensure compliance with funder requirements, including providing advice and training as appropriate. Conduct periodic account reviews of all UK Research and Innovation (UKRI) studentship grants with colleagues to ensure compliance across grants. Liaise with LSHTM Student Support and SGUL Disability team to ensure appropriate provision for DTP students with disabilities.
- Determine and coordinate recruitment processes (organising applicant webinars, ensuring applications are reviewed in a timely manner, arranging interviews, providing advice and support at each stage, sharing outcomes; reviewing criteria and procedures annually to ensure they comply with institutions' equality duty)
- Plan, organise, manage, and attend induction activities, training events, and workshops for DTP students and wider cohort
- Organise training for MRC LID board and subcommittees, and MRC LID supervisors (includes identifying future training requirements and sourcing suitable training)
- Support student cohort through facilitating organisation of cohort events and conferences
- Ensure all impact-related and post-event documentation from training and events is recorded, archived and accessible as required
- Organise, and attend, MRC LID board and planning meetings
- Ensure DTP resources are invested to ensure positive outcomes, and to meet future DTP bid commitments. And prepare for the next DTP bid by ensuring DTP has met aims, reviewed, revised, adapted, and is in best place (with reference to our bid aims) for the grant's mid-term review and then for next bid, and producing appropriate content for the bid (eg performance dashboards).
- Support the bidding process for new DTP awards by providing expert advice and guidance to School staff and supporting reviews of financial aspects and terms and conditions of scholarships at the funding and award stage, including participation in contract negotiations and development alongside the Head of Legal Services.

Finance Management

- Proactively manage the complex MRC LID DTP1 and DTP2 Programme grants, which total over GBP 7.5 million, maintaining accurate financial records, monitoring income and expenditure throughout the whole grant life cycle, establishing and maintaining robust and accurate financial recording systems ensuring spend is on target, analysing annual statements

of account, reviewing reconciliations and performing year-end procedures as required, and troubleshooting accounting issues.

- Analyse, interpret and summarise narrative and financial data and present high-level grant expenditure reports, detailed forecasts and statements for funder (within funder terms and conditions) providing justifications for variances or deviance, interpreting trends/patterns and making predictions for PI/DTP Leads.
- Take independent decisions on budget, expenditure and funding using funder guidelines/checklists and templates.
- Understand and adhere to the school Financial Regulations and funder regulations.
- Review financial reports submitted by students, faculties/JREO, and collaborators to ensure the expenditure is in line with the budget and adheres to funder regulations, keeping own records of budget vs expenditure for each project.
- Better utilise DTP funding and maximise funding opportunities through clear administrative oversight of the whole project, evaluating expenditure (RTSG and flexible funding) and DTP regulations against current processes, and introducing adjustments and improvements to the processes as required. Determine the optimal spend allocation between students to maximise grant spend.
- Arrange and authorise fee and stipend payments, and other payment forms for students across the DTP (regardless of their primary institution, and geographical location) and MRC LID Board members.
- Provide annual budgets and forecasts to LSHTM Finance Office for LSHTM's UKRI DTP institutional contribution (WBG5005010). Administer MRC LID's COVID-19 Extension funding, and ensure this aligns with institutional support.
- Act as primary liaison with SGUL and UKRI for the financial aspects of the DTP. Provide SGUL with annual budget and invoice for their institutional contribution to the DTP.
- Advise partner organisations on reporting/ invoicing requirements to ensure compliance with funder.
- Act as DTP contact for UKRI audits on MRC LID grants, to provide evidence of expenditure and record-keeping as appropriate to LSHTM Research Operations Office and ensure these are delivered on time.
- Manage grant funding closedown and post-closedown processes, including submission of UKRI Final Expenditure Statements and account audit, to ensure that grants are closed in accordance with the School's financial regulations and funder requirements.

Student support

- Oversee and administer the recruitment process for new students on the PhD Programme, including drafting studentship adverts, updating websites, arranging all recruitment and selection stages, including arranging interviews and participating in short-listing/interview panels as appropriate.

- Champion MRC LID PhD students, ensuring they have the resources and support beyond a standard PhD – as expected by the funder, and supporting them to manage their own training and development.
- Be a key contact for the DTP students, helping them to make the most of the development opportunities arising throughout their programme.
- Provide effective pastoral support to MRC cohort members, referring and signposting for further help and/or guidance as necessary.
- Assist in the induction of doctoral students recruited into the Programme, and training of temporary administrative support where appropriate.
- Support student-led novel ideas and plans eg public engagement activities.
- Provide training to students on budgets (across the duration of their PhD), on applying for additional funding support, and on administering funding awarded (RTSG etc).
- Support students based at both institutions and overseas to operate effectively and in compliance with the School's policies and procedures.
- Support placements and other wider training experiences for DTP students by providing the initial hints/tips/building blocks (and links to contacts) to empower each student to find and undertake placements as required, and to support those students who are reluctant or uncertain to undertake placements and training. Ensure that support underpins the DTP's flexible, personalised training approach. Improve scheme monitoring.
- Provide dedicated time for informal student support and pastoral care, making regular in-person slots based at both partner institutions available for student and supervisor questions, issues and concerns, informal feedback, and facilitating connections.
- *Identify new and emerging trends and developments in training and support for students, arrange external training, and adapt/develop the DTP programme to include novel elements in conjunction with the DTP Leads.*

Programme Development

- Arrange opportunities for review and feedback from all stakeholders, collate and analyse data received, and driving forward improvements to policies, procedures, and information-sharing by determining and implementing changes as appropriate and where required.
- Show effective leadership in research and education project administration by implementing novel processes or systems for project management or improving educational resources, supporting and training other professional support staff working with DTP funding through sharing "lessons learned" and establishing a network with research and education project administrators within and outside LSHTM to increase visibility and impact of the DTP.
- Arrange opportunities for review and feedback from all stakeholders, collate and analyse data received, and driving forward improvements to policies, procedures, and information-sharing by determining and implementing changes as appropriate and where required.
- Identify areas for improvement and find potential solutions, with consideration for potential impacts on other Registry services, the wider organisation and resource requirements.

- Provide advice and suggestions to the MRC LID board on the development of the DTP and monitoring the effectiveness of initiatives undertaken, and support DTP evaluation, to ensure that there is a culture of constant evaluation and improvement.
- Responsible for operationalising the overall MRC LID EDI strategy, as a pilot scheme for both partner institutions, facilitating recruitment of and support for students from non-traditional backgrounds and embedding training and changes into DTP processes (including review of programme to address the pipeline to PGR study such as 1+4 and part-time options; looking at ways of embedding ally-ship and inclusion in all our language, procedures, and support; ensuring liaison with post-92 Universities; providing initiatives to integrate students better into the DTP cohorts; proactively searching out training and mentorship opportunities to present/recommend to the MRC LID Board for consideration; considering potential issues and planning mitigations to limit and avoid these where possible; collecting feedback and statistical data to determine impact measures).
- Design and implement a DTP recruitment strategy to attract the applicants with most potential to the programme, working with the EDI, WP, and student recruitment teams at both institutions. As part of this, liaise with the LSHTM and SGUL Widening Participation teams to create new links with post-'92 universities, and develop a pilot MSc gateway programme, to develop a clearer pathway to the DTP.
- Provide advice and assistance and respond to requests from colleagues enquiring about the Programme particularly regarding administrative, financial and operational procedures.
- Support the DTP Leads in the development and delivery of the new more structured DTP training programme (outlined in the DTP bid), with consideration for modular, digital, and blended training for students and staff (supervisors and MRC LID Board) and within the wider framework and strategies of the partner institutions. Annually review this, and update, to improve and develop training offered.
- Coordinate the delivery and monitoring of both buddy and mentorship programmes, ensuring that all PhD students have a designated mentor and receive mentorship with formal meetings annually, throughout their studentships.
- Track and summarise the profile of applicants and students (based on defined metrics), develop a system for effectively monitoring progress and achievements of students during and after the PhD, as well as develop procedures for monitoring the progress of the PhD Programme.
- Improve data collection systems and processes for reporting, impact assessment, formally logging connections with industry, and for Je-S purposes (changing from mainly paper-based/manual to something more accessible for students, supervisors, DTP and partner institutions).
- Draw up and provide MRC LID Board, subpanel members, and supervisors with DTP expectations and guidance.
- Provide strong leadership and coordination of DTP with other doctoral scholarship programmes and partner organisations to harness their collective capability and ensure effective good practice is being shared for training and management of students, contributing a world class experience for doctoral researchers. This includes developing links with the new Wellcome Trust Global Health Research in Africa DTP, partnering on training and other opportunities with the WT grant PI; establishing relationships with LSHTM MRC units units in

the Gambia and Uganda, and cohort students based overseas; and building on inter-DTP connections and opportunities across DTP partners.

- Create opportunities to develop, coordinate and document regular high-quality, cross-institutional, cohort-specific training activities and workshops. Liaise with other DTPs to determine and plan delivery of suitable cross-DTP training and networking.
- Set quality standards for operational and communications activities that fit within the UKRI's and partners' reputation for excellence.

Communication

- Present complex narrative and financial information in relevant formats to stakeholders such as the funder, DTP and institutional committees including the MRC LID Board.
- Establish new (and strengthen existing) positive working relationships with, and maintain regular contact and effective flow of communication, between academic and administrative colleagues across both institutions, other UKRI staff and external partners, representatives from the funding body, and students to coordinate the DTP programme, and to influence and secure the smooth running of the DTP and cultivate stakeholder engagement.
- Maintain and update MRC LID websites to ensure information is relevant and accurate, including annual recruitment (with clear instructions and links, notes of procedures, selection scoring and rubric, and guidance for interviews), projects and student profiles, communication and output information.
- Build social media presence for DTP students, alumni, and prospective students through LinkedIn and Twitter.
- Contribute to the WP workstreams at both SGUL and LSHTM.
- Liaise with stakeholders and HEI colleagues to facilitate effective interaction with industry and other non-academic partners with the aim of developing sustainable partnerships for the DTP.
- Develop promotional materials and events (such as open days, webinars, talks) and support widening of advertisement channels to facilitate the recruitment of a broad range of applicants, particularly those from non-traditional backgrounds, and develop creative pre-application approaches to improve the diversity of the Programme applicants
- Draft annual reports, and other documentation for disseminating information relating to the Programme.
- Ensure coordination of activities and DTP processes and integration between partner institutions, through liaison with Heads of Doctoral College and Faculty Research Degree teams at LSHTM, Head of Graduate School and PG Registry team at SGUL, EDI Deans, and other staff based at both institutions to align the DTP Programme with institutional doctoral degree requirements and best practice.
- Organise and attend DTP Programme meetings.
- Act as the key contact point for DTP.

- Organise regular cohort events for PhD student cohorts such as current biannual cohort training and catch-up meetings
- Keep an up-to-date list of publications and other outputs by studentship awardees, and ensure adherence to Plan S open access publishing requirements. Liaise with colleagues at both partner institutions and MRC Head Office to highlight opportunities for and to DTP students (eg SGUL Science Stars Programme; UK-Canada Globalinks Doctoral Programme).

Other responsibilities

- Registering new and continuing students, checking their eligibility to register and participating in registration sessions for new students throughout the year.
- Proactively attending relevant user groups, training and conferences.
- Providing support at the School's annual Graduation ceremonies.
- Covering the duties of other Registry staff during absences, as requested.
- Undertaking any other responsibilities or duties as reasonably delegated by the Head of Registry, Head of Admissions or their nominee.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the current 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 postholder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, or Academic Registrar.

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 process.

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>

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:

Competency	Evidence	E/D
Education, Qualifications and Training	Higher Education to degree level or equivalent; or relevant professional qualification; or equivalent professional experience	E
Experience	Experience of working in higher education administration, particularly in the field of student finance administration.	E
	Proven experience of providing high-level proactive DTP operational management support within an academic institution or other similar environment, including knowledge of tools and techniques for supporting a multi-partner project such as developing process improvements, developing and maintaining documentation to evaluate project impact, servicing DTP committees (including preparing papers, taking and writing up	E

	minutes), organisation of meetings/events, and preparation of funder reports.	
	Experience of the oversight, management and reporting of budgets; including developing and negotiating budgets, monitoring income and expenditure, calculating variance, predicting risks and forecasting future trends; producing financial projections and reports in a variety of formats. Proven ability to monitor a budget and prepare accurate costings, projections and reports and advising project members on management of budgets.	E
	Experience of supporting individuals in submission of funding proposals and budgets, with an understanding of DTP grant management requirements and processes.	E
	Proven ability to understand and communicate/explain information (eg organisational policies and processes, procedures and funder terms and conditions) to others and to respond to a range of queries.	E
	Experience in analysing problems and developing creative approaches to problem solving with an appreciation of longer-term implications.	E
	Strong attention to detail and accuracy skills, preferably in working with studentship grants requiring.	E
	Proven ability to prioritise workload to meet conflicting deadlines.	E
Skills and knowledge	Excellent written and oral communications skills, including the ability to interpret, present and summarise complex narrative, technical and financial information to funders and other audiences.	E
	High level of IT proficiency including advanced use of Microsoft Office applications, knowledge of using database and accounting packages (LSHTM uses) and ability to develop spreadsheets to manage complex budgets and programme management information to produce accurate financial reports.	E
	Interest in and knowledge of postgraduate education, including in Equality, Diversity and Inclusion (EDI) issues and relevant legislation (eg, GDPR, Equality Act)	D
	Ability to work independently and as part of a team including contributing to the development of other team members and to suggest ways of working more efficiently or effectively.	E
	Self-motivated, with proven ability to work proactively, using initiative and judgement to solve issues and problems whilst delivering output of work and responding flexibly to changing situations.	E
Personal Qualities	Excellent interpersonal skills including the ability to establish and maintain effective working practices and relationships with individuals of different seniority and from different backgrounds and cultures, together with an ability to communicate and negotiate at all levels.	D

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well