

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

FACULTY OF PUBLIC HEALTH AND POLICY

**DEPARTMENT OF SOCIAL AND ENVIRONMENTAL
HEALTH RESEARCH**



**PROJECT COORDINATOR – CENTRE OF EXCELLENCE FOR DEVELOPMENT IMPACT
AND LEARNING (CEDIL) RESEARCH DIRECTORATE**

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.

*PHP-SEHR-24
April 2017*

FACULTY INFORMATION

Faculty of Public Health and Policy

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 less developed countries. The Faculty has three research departments:

Health Services Research and Policy

Global Health and Development

Social and Environmental Health Research

Each department is multidisciplinary, containing about 50 - 70 academic staff representing 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 currently has a staff of 26 professors, 8 readers, 33 senior lecturers, 64 lecturers, 102 research fellows and assistants, about 40 computing, administrative and secretarial staff, and a number of honorary staff.

The **Centre of Excellence for Development Impact and Learning (CEDIL)**, funded by DFID, is a new Centre to develop and test innovative approaches to impact evaluation and evidence synthesis. A consortium comprising the Campbell Collaboration, the EPPI-Centre, Evaluation for Development Policy (EDePo), the International Initiative for Impact Evaluation (3ie) and LSHTM has been awarded the contract for this work. The work of the consortium members will be supported by a small Research Directorate including a full-time Deputy Director.

The Intellectual Leadership Team (ILT) of CEDIL comprises leading researchers from the consortium members, and a global panel of impact evaluation and evidence synthesis experts. During the first year of the project the ILT are producing conceptual and evidence mapping papers in order to develop Programmes of Work of new innovative evaluations to be implemented in years 2-5. Implementation of the studies will be managed by a separate Programme Directorate, with quality assurance and technical support provided by the ILT. Evidence synthesis of findings from these new studies will be undertaken by consortium members and the Research Directorate. The Research Directorate is directly engaged in producing selected research outputs, and in managing the production, quality assurance and publication of all CEDIL outputs.

The staff of the Research Directorate comprises a part-time Research Director, two full-time academic staff (a Deputy Director and a Research Fellow) and a coordinator. The secretariat will be located in LIDC.

London International Development Centre

LIDC is a consortium of the Colleges of the University of London which facilitates interdisciplinary research and training to tackle complex problems in international development. It brings together social and natural scientists from across the University of London's Bloomsbury Colleges to develop and implement research and training, and helps students in these Colleges to meet and learn about international development. LIDC facilitates interdisciplinary research and training to tackle complex problems in international development by bringing together social and natural scientists from across the University of London's five Bloomsbury Colleges (Birkbeck, Institute of Education, London School of Hygiene and Tropical Medicine (LSHTM), Royal Veterinary College, and SOAS). It has 2,000 members from across these Colleges (students, staff and alumni).



JOB DESCRIPTION

Job Title: Project Coordinator - Centre of Excellence for Development Impact and Learning (CEDIL) Research Directorate	
Department /Division/Unit: Department of Social and Environmental Health Research, but based in London International Development Consortium (LIDC)	
Faculty/Professional Service: Faculty of Public Health and Policy	
Location: Gordon Square, London	
Reports to: Deputy Director - CEDIL	
Responsible for: N/A	
Full Time/Part Time/Casual: Full time	Hours: 35
Grade: 5	
Overall Purpose of the job	
<p>The post holder will manage the day to day administrative and financial functions of, under the supervision of the Deputy Director, of the Centre. This will involve specific administration and financial management of the Award to the Research Directorate, as well as facilitating coordination of other Centre activities, and supporting the Research Director and the Centre's Steering Committee.</p> <p>As the Coordinator, the post holder will be responsible for organising regular CEDIL Steering Committee meetings, and other CEDIL workshops, events and communication, as well as monitoring of progress of CEDIL products. The Coordinator will work closely with academics and supporting staff in CEDIL's participating Colleges/institutions, partners and DFID.</p> <p>This post will require excellent management, organisational, financial and communication skills as it will involve working with a diverse group of senior stakeholders in a highly international environment</p>	

Principal Duties and Responsibilities *(Examples)*

- Contributing to drafting written material such as internal reports, working papers, annual progress reports and documentation relating to CEDIL in conjunction with LSHTM.
- Responding to requests from the LSHTM Press Office and other sources regarding press and other enquires.
- Website: (a) posting content provided by Research Directorate staff, (b) drafting and posting content announcing CEDIL activities, and relevant activities of consortium members.
- Providing information to staff on LSHTM's human resources, training, financial and contractual procedures.
- Providing inductions for new staff.
- Acting as a point of contact for Research Director, members of the Steering Committee and Intellectual Leadership Team.
- Liaising with the LSHTM Research Operations Office and LSHTM Finance Department regarding expenditure and financial reporting
- Supporting the CEDIL conference and the workshops, acting as a point of contact for all participating colleges/institutions, collaborators, and DFID.
- Developing and maintaining good working relationships with DFID and CEDIL's participating colleges, Steering Committee
- Drafting agendas, supporting papers and minutes for CEDIL Steering Committee meetings and other meetings, ensuring action points are followed up.
- Preparing detailed quarterly and annual progress reports and financial reports for submission to DFID.
- Collating and submitting evidence of expenditure, such as copies of invoices and receipts, to DFID.
- Acting as a point of contact for DFID in relation to the administration of the award at LSHTM
- Support to the Research Director and Deputy Director in such CEDIL-related activities as they determine
- Providing administrative and logistical support to project teams including project monitoring, organising travel, visas and the reimbursement of expenses.
- Attendance at LIDC and LSHTM meetings
- Responding to requests from LIDC and LSHTM on administrative matters
- Obtaining quotes from suppliers, processing orders and coordinating shipment of supplies, including liaison with procurement, freight and courier companies.
- Adhering to the Financial Regulations of LSHTM and DFID and communicating policies to fellow LSHTM colleagues.
- Adhering to LIDC and LSHTM policy and procedures at all times
- Maintain CEDIL's management information system, especially in relation to the progress of individual sub-projects
- Arranging the transfer of payments to Intellectual Team members and collaborators and monitoring payments against approved payment profile and contracts.
- Arranging project meetings, workshops and seminars, and tele- or video-conference calls, including room booking, catering and logistics.
- Assisting the Contract Manager in drafting sub-contracts, in liaison with LSHTM, the Research Director and LIDC.

- Overseeing the CEDIL research directorate's budgets and re-profile CEDIL's annual budget.
- Following up with and collating working papers from members of research consortium, ensuring that papers are received from the consortium and submitted to DFID in a timely manner.
- Preparing relevant documents for meetings/workshops and distribute these to members of Management and Steering Committees.
- Ensuring the maintenance of a system for tracking expenditure, and ensure that activities are legitimate and expenditure is in line with the funder's approved budget.

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.

Job Title: Project Coordinator - CEDIL
Department /Division: Department of Social and Environmental Health Research, but based in London International Development Consortium (LIDC)

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to degree level, or equivalent, or substantial relevant experience 	E
Experience	<ul style="list-style-type: none"> Experience of coordinating projects within a complex, multi-partner institutional environment. Proven financial management experience including drafting and monitoring budgets and preparing project financial reports Experience in providing administrative support for meetings/committees Experience of organising conferences and workshops Experience of working in a higher education environment and working closely with academic staff 	E E E E D
Knowledge	<ul style="list-style-type: none"> Proficient in using Microsoft Office packages including Word and Excel Excellent written and oral communication skills in English 	E E

Personal Qualities	<ul style="list-style-type: none"> • Proven ability to assess priorities, manage a busy workload and meet deadlines 	E
	<ul style="list-style-type: none"> • Proven ability to deal with issues in a proactive and creative manner 	E
	<ul style="list-style-type: none"> • A high level of accuracy and attention to detail 	E
	<ul style="list-style-type: none"> • Excellent interpersonal skills, including a proven ability to establish and maintain effective and friendly working relationships with staff at all levels 	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

It is available on a full time, fixed term basis commencing as soon as possible and is available until 24 January 2022. The salary will be on the LSHTM Professional Support Pathway Grade 5 scale, in the range £33,006 to £37,889 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

Date compiled: April 2017