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

FACULTY OF INFECTIOUS AND TROPICAL DISEASES  

DEPARTMENT OF DISEASE CONTROL  

SHARE Project Administrator (Part-time 0.6 FTE)  

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.  

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-based 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.

**Project information**

The *Sanitation and Hygiene Applied Research for Equity* (SHARE) programme is designed to generate, synthesise and translate applied research related to sanitation and hygiene in low-income settings. Through the use of better data and evidence-based approaches, it aims to contribute to achieving universal access to effective, sustainable and equitable hygiene and sanitation in poor households. SHARE is a research consortium led by the London School of Hygiene and Tropical Medicine (LSHTM). Starting in January 2010, and finishing in December 2018, the last phase is focussing on four thematic research areas, and research uptake.

SHARE’s has a small team based in London, and research partners from research, charity and development institutions in the UK, sub-Saharan Africa and South Asia. The consortium partners are the International Centre for Diarrhoeal Disease Research, Bangladesh; Great Lakes University, Kisumu, Kenya; Malawi Epidemiology and Intervention Research Unity, Malawi; Mwanza Intervention Trials Unit, Tanzania; WaterAid UK and Tanzania; Centre for Infection Disease Research in Zambia.
JOB DESCRIPTION

Post: SHARE Project Administrator

FTE: Part-time 0.6 FTE

Grade: PSP4

Responsible to: Sally Gillespie, EHG Programme Manager (Line Manager) and reporting to Eileen Chappell, SHARE Chief Executive Officer

Department: Disease Control

Main duties and responsibilities:

Provide support to the SHARE Management Group, and Secretariat including:

- Set up and maintain relevant paper and electronic filing systems, including the inventory of SHARE vehicles and equipment in the UK and on project sites
- Provide the SHARE Monitoring and Evaluation Officer with management data and other information required for regular updates of the logical framework
- Collect, analyse and prepare management data for publication in annual reports, and for advisory boards
- Prepare management information in a format suitable for presentation to diverse audiences
- Prepare reports and presentations using data supplied by the SHARE Management & Executive Groups; proof read and format reports, and documents
- Maintain the risk, issues and decisions registers, as well as the lessons learned log
- Ensure that the relevant SHARE officers are aware of any requests for Open Access publication support
- Arrange travel, accommodation and logistical support for SHARE staff, including submitting expense claims
- Arrange internal and external management events as required preparing costings and monitor the budgets, and support other events within SHARE as requested
- Order materials and equipment through LSHTM’s procurement and finance systems, and liaise as required
- Arrange and fully support SHARE meetings, including preparing agendas, minutes, room bookings, equipment, catering etc.

Provide additional support to the SHARE Research Director, Professor Sandy Cairncross including:

- Prioritise incoming e-mails, responding on his behalf as required.
- Arrange meetings and appointments, and ensure he is regularly briefed, including preparing or providing background documents as necessary.

Provide support to the consortium

- Answer queries of a routine nature without recourse to others
- Provide a high quality, professional point of contact for funders, colleagues and
• Develop excellent relationships with the consortium and funders, and liaise on routine matters

Provide ad hoc administrative support to EHG staff and other EHG grants including:
• Travel, accommodation and logistical arrangements, processing of expenses, procurement of materials and equipment.
• Supporting organisation of EHG events and meetings.

PERSON SPECIFICATION

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<th>Competency</th>
<th>Evidence</th>
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<td><strong>Education, Qualifications and Training</strong></td>
<td>Evidence of continuing professional development including regular attendance on internal and external courses</td>
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<td><strong>Experience</strong></td>
<td>Evidence of promoting excellence in areas of administration and the provision of support services, including the setting of service standards and monitoring of performance</td>
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<td>Experience of working in an academic environment and working closely with academic staff</td>
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<td>Experience of working with collaborators in resource poor settings</td>
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<td>Committee work, including co-ordinating the production of papers, devising agendas and writing minutes</td>
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<td>Experience of data management and analysis for reports and presentations</td>
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<td>Experience of arranging meetings especially in developing countries, including travel and visas</td>
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<td>Experience of managing senior staff email accounts</td>
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<td><strong>Knowledge &amp; Skills</strong></td>
<td>Understanding of the International Development sector</td>
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<td>Financially literate and good with spreadsheets</td>
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<td>Knowledge of sound project administration procedures</td>
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<td>Understanding of prioritisation and good time management</td>
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<td>Knowledge of what constitutes risk within management and research programmes</td>
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<td><strong>Personal Qualities</strong></td>
<td>Approachable manner and able to exercise discretion in handling confidential matters</td>
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<td>Ability to handle tight or conflicting deadlines</td>
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<td>Commitment to School's policy of equal opportunities</td>
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<td>Display a professional attitude towards colleagues, collaborators and others</td>
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SALARY AND CONDITIONS OF APPOINTMENT

The post is part-time (0.6FTE) and is funded by SHARE until 31st December 2018 subject to a three-month probationary period and is available immediately. Salary is on the Professional Support Salary grade 4 scale from £28,270 to £32,158 per annum pro-rata (inclusive of London Weighting). Annual leave entitlement is 30 working days per year for all staff (pro-rata for part-time staff). In addition, staff are entitled to public holidays and Director’s days on which the School is closed.

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 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

APPLICATIONS

Applications should be made online via our website at http://jobs.lshtm.ac.uk. The reference for this post is ITD-DCD-35. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10pm on the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.