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 Learning, including one on Infectious Diseases.
**Project information**

The European Union’s Horizon 2020 research and innovation programme ZikaPLAN, combines 25 partners in Latin America, North America, Africa, Asia, and Europe to address the urgent research gaps in Zika, identifying short- and long-term solutions and build a sustainable Latin-American EID Preparedness and Response capacity. The School is one of the partners in this large consortium and comprises seven different PIs based in all three faculties in the School.

The overall project will conduct clinical studies to investigate birth defects in children caused by Zika, the role of sexual transmission and what causes severe disease. The project will also model the burden of disease and the effect of vector control and investigate the development of vaccines. We will also form a sustainable Latin-American network for emerging infectious diseases research preparedness. To this end we will engage in capacity building in laboratory and clinical research, collaborate with existing networks to share knowledge and tackle regulatory and other bottlenecks.

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**JOB DESCRIPTION**

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<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Assistant Project Coordinator</th>
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<tbody>
<tr>
<td><strong>Department /Division/Unit:</strong></td>
<td>Department of Disease Control</td>
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<tr>
<td><strong>Faculty/Professional Service:</strong></td>
<td>Faculty of Infectious and Tropical Diseases</td>
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<tr>
<td><strong>Location:</strong></td>
<td>London, LSHTM Keppel Street</td>
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<td><strong>Reports to:</strong></td>
<td>Grace Power, Project Coordinator, ZikaPLAN</td>
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<td><strong>Responsible for:</strong></td>
<td>N/A</td>
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<td><strong>Full Time/Part Time/Casual:</strong></td>
<td>Full time</td>
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<td><strong>Grade:</strong></td>
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**Main duties and responsibilities:**

- To process expense claims, make orders, and complete appropriate financial paperwork.
- To assist in the monitoring of income and expenditure on grants.
- To prepare and maintain payroll spreadsheets and payroll funding variations forms for staff on the projects.
- To assist with the maintenance of timesheets, narrative and financial reports funders.
- To process orders for general office supplies, allocating expenditure as agreed.
- To organise and facilitate project and Group meetings – draft meeting agendas, take minutes, track action points, organise room bookings, organise refreshments.
- Initiate the management of logistics, promotion and budget of any meetings and events/workshops.
- To help organise face to face and virtual meetings and workshops with partners, project funders and grantees, including logistics and preparing;
- To make travel arrangements, including flights, accommodation, visas, cash advances and insurance, for London-based project staff travelling overseas, and for overseas staff and visitors travelling to the UK/other countries.
- To assist with the daily delivery of social media content via Twitter and be responsible for setting up, maintaining and managing Facebook pages.
To assist in keeping website content up-to-date by adding news items and blogs.
To maintain web-pages using the School content management system, including writing and publishing content, overseen by the Project Coordinator.
To contribute to the maintenance of new and existing systems to monitor progress and manage documentation. To bring any issues to the attention of the Project Coordinator or PIs as appropriate and be able to offer a solution.
To assist in the setting up and maintaining of accurate financial record systems for grants, and ensuring all procedures are in line with LSHTM regulations on a weekly, monthly or quarterly basis as per the grant.
To compile, present and communicate key research information in different formats for external and internal purposes in a written and spoken style appropriate to different audiences.
To liaise with School central administration, suppliers and a wide range of contacts in the UK and overseas to ensure correct information is given to key contacts in plenty of time.
To keep members of team up-to-date on administrative and logistical aspects of the work.

PERSON SPECIFICATION

Essential
- Proven ability to meet deadlines and organise and prioritise own workload
- Proven ability to work on own initiative, including knowing when to confer with colleagues or refer matters on
- Experience of working within different teams and communicating with a wide range of people in a multicultural environment
- Excellent IT skills including proficiency in the use of Microsoft Word, Excel, Outlook and PowerPoint, and the ability and willingness to quickly learn new software in support of the role, e.g. for website development
- Excellent written and oral communication skills, and ability to communicate effectively and appropriately with a wide range of people
- Financially literate with sound knowledge of budgeting methodologies and resource management concepts
- Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural and multi-disciplinary environment together with the ability to communicate at all levels
- Sympathetic, approachable manner
- Ability to use initiative and prioritise tasks under pressure
- High level of personal motivation and flexibility
- Ability to be aware of and maintain confidentiality when necessary
- Commitment to School’s policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and background

Desirable
- Previous experience of budgeting, including monitoring and tracking expenditure and producing financial projections and reports
- Proven experience of project administration in an academic, non-governmental organisation, or a large business
- Experience of developing and disseminating communications and other marketing materials, including populating websites and contributing to social media content
- Interest in global health issues
- Higher education to degree level, or equivalent, or substantial relevant experience
**SALARY AND CONDITIONS OF APPOINTMENT**

The post is full-time and is partially funded by the European Union’s Horizon 2020 research and innovation programme and partially funded by the Wellcome Trust until 31st July 2019.

The appointment will be made on the School’s Professional Support Pathway Grade 3 scale in the range £24,330 to £27,584 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**

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: July 2017