



JOB DESCRIPTION

Job Title: Global Panel Project Finance and Administration Manager	
Department /Division/Unit: Global Panel on Agriculture and Food Systems for Nutrition	
Faculty/Professional Service: LIDC	
Location: Gordon Square	
Reports to: Global Panel Deputy Director	
Responsible for: Office Assistant	
Full Time/Part Time/Casual: Full-time	Hours (if less than full time):
Grade: 6	
<p>Job Context:</p> <p>London International Development Centre LIDC is a consortium of 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. A key recent focus of LIDC has been interdisciplinary and inter-sectoral research on agriculture and health for development. This programme places LIDC at the forefront of research on the effect of agricultural practice and policy on nutrition and health.</p> <p>Global Panel on Food Systems and Agriculture for Nutrition Launched at the Nutrition for Growth event on 8 June 2013 in London, the Global Panel on Agriculture and Food Systems for Nutrition is an independent group of influential experts advising decision-makers, particularly governments, on generating nutrition-enhancing agricultural and food policy and investment in low and middle income countries. The 11-member Panel is co-chaired by Professor Sir John Beddington and His Excellency John Kufuor. The purpose of the Panel is to provide global research and policy leadership to maximise the contribution of agriculture and food systems to improve nutrition and health outcomes, particularly of women and children.</p> <p>The Global Panel is supported by a Secretariat, based at the London International Development Centre (LIDC), whose activities are co-funded by the Bill & Melinda Gates Foundation and the Department for International Development (DFID).</p>	

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The Global Panel works to ensure that agriculture and food systems support access to nutritious foods at every stage of life. The Global Panel regard improving nutrition as a global challenge, but one with a particular urgency for low and middle income countries where poor diets cause both undernutrition and a growing burden of diet-related Non-Communicable Diseases (NCDs). To address this challenge, the aims of the Panel are to catalyse research, consolidate evidence and experience, and promote evidence-based policies for agriculture and food systems that will improve nutrition.

The activities of the Global Panel are based on the following key areas:

- Production and dissemination of Food Systems Foresight Studies and policy and technical briefs – including the launch of these by Panel members at key external events around the world
- Convening High-level Roundtables with key decision-makers on food systems, healthy diets and nutrition in low and middle-income countries
- Development of tools and methods to support decision-makers on food systems design
- Communications and engagement with the Global Nutrition Community on food systems policies
- Support and liaison with emerging regional bodies in particular the African Leaders for Nutrition (ALN) and the South Asian Policy Leadership for Nutrition and Growth (SAPLING)

Overall Purpose of the job:

The major tasks and responsibilities of the post are in the areas of finance, HR management, administration, logistics and information management. The post holder will maintain a comprehensive financial and administrative systems to support the Panel's operations, as well as providing the Directors with technical advice in these areas where required.

Principal Duties and Responsibilities

Communications

- To serve as the principal contact point for communication between, on the one hand, the Global Panel secretariat and, on the other, LSHTM Finance, HR and other services as required.
- To prepare financial reports for donors and for internal and external meetings.
- To set, prepare and manage budgets for new grant proposals, contract changes and specific events and activities, such as annual Panel meetings. As the Global Panel is not a research grant, budget preparation and management must be completed independently and without assistance from the LSHTM Research Operations Office (ROO). The post holder must be able to fully understand the processes and accurately communicate complex budget, grant proposal and contract information in more simplified terms.
- To maintain a system for tracking expenditure.
- To lead on every level of recruitment for HR management within the Secretariat. This includes writing job descriptions, person specifications, advertisements and interview

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<p>questions, as well as liaising with the HERA Council on internal LSHTM recruitment procedures, leading on short listing candidates and sitting on interview panels.</p> <ul style="list-style-type: none"> • To write terms of reference for consultants and suppliers in liaison with the LSHTM lawyer, as well as costing services and approving and processing invoices, and in turn, explaining School consultancy and financial processes to the Global Panel Directors.
<p>Teamwork and Motivation</p> <ul style="list-style-type: none"> • To set agendas for weekly team meetings, and support the Directors in the smooth running of 6-weekly planning meetings through drafting agendas. • To liaise with Global Panel members, through regular updates on programme delivery • To ensure the smooth logistical and administrative delivery of high-level meetings and events with the Executive Officer – Partnerships and the Office Assistant • To line-manage the Administrative Assistant, meeting and communicating regularly throughout the week to discuss work priorities and delegating tasks, as well as helping to set annual goals and objectives for LSHTM's Professional Development Review (PDR) process. • To provide oversight of, and delegate tasks to, temporary workers during preparation of large meetings or events, such as annual Panel and Representatives' meetings and workshops.
<p>Liaison and Networking</p> <ul style="list-style-type: none"> • To build strong relationships with members of the Secretariat team, LIDC staff and other staff in key departments (Finance, Grants, HR, IT Payroll). • To ensure that all financial procedures are in accordance with LSHTM regulations, liaising with the Finance office as appropriate. • To initiate and oversee general administrative support to the Secretariat team as required. • To foster positive relationships with external consultants and organisations to collaborate on outputs and events.
<p>Service Delivery</p> <ul style="list-style-type: none"> • To deliver an administrative support service to support the delivery of the Panel's outputs and to provide financial/HR technical advice to the Directors • To process all project expenditure, maintain a system for tracking expenditure and ensure that activities are legitimate and expenditure is in line with budget. • To carry out the financial management of the project, including budgeting, financial reporting, assisting and monitoring sub-grantees with their budgeting and financial management processes, including submitting DFID quarterly forecasts and employing pre-emptive problem solving to resolve issues of over- or under-spend.

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- To oversee the travel arrangements of Global Panel members for meetings made by the Office Assistant and Executive Officer – Partnerships.
- To identify potential human resources, financial and contractual risks and alert the Director and Deputy Director in a timely manner so that risks are reduced and problems are avoided. The post holder must in turn solve the flagged issues with the relevant School office and manage the entire resolution process from start to finish in collaboration with School colleagues.

Decision Making

- To oversee the work of the Global Panel Office Assistant in ensuring the provision of high quality administrative and secretarial support to the Secretariat team and Global Panel members, including scheduling meetings, preparing documentation and writing minutes.
- To determine the logistics of international and UK-based meetings.
- To lead weekly team meetings to resolve problems and discuss weekly priorities in the Secretariat when the Director and Deputy Director are both out of the office.
- To ensure donor compliance within the budget by submitting systematic and comprehensive reports to the funders both quarterly and annually, and communicating with funders regularly through meetings and phone calls.
- To make recommendations to the Director as to which external consultancy companies are best suited to the needs and financial and human resources of the Secretariat, employing the funders' Value for Money principles.

Planning and Organising

- To assist with the organisation of meetings and workshops in the UK and overseas for Global Panel members, funders and grantees, ensuring that all arrangements are made in good time and delivered to a high standard.
- To maintain a database of project staff that includes job descriptions, CVs, duration of contracts, teaching commitments and records of travel, holiday and sickness absence.
- To set and manage budgets for the overall Global Panel project, as well as individual budget lines, and to update the Director and Deputy Director on allocation of resources and variance to budget if over- or under-spent.
- To lead on budget reporting to funders, as well as planning and communicating with them, to provide updates on Panel activities, staffing needs and forecast spending, and subsequently providing budget updates to the Panel Director in regular monthly budget meetings.
- To identify potential human resources and contractual risks, plan how to resolve the issues and alert the project Director in a timely manner so that risks are reduced and problems are avoided. The post holder must work within School procedures to solve the contract issues with the Secretariat's Human Resources partner at LSHTM and manage the entire resolution process from start to finish with in collaboration with School colleagues.

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<ul style="list-style-type: none"> To delegate and assign tasks to the Office Assistant, Executive Officer (Partnerships) and temporary staff.
<p>Initiative and Problem Solving</p> <ul style="list-style-type: none"> To follow existing and develop new operational procedures as required, and ensure that procedures are followed by all members of the team. To increase capacity for new activities or additional staffing by leading on applications for additional grants or sources of funding. To work with the Director to select meeting dates, places and times, and to organise and to oversee the distribution of meeting documents. To use initiative to resolve any problems that may occur during international meetings and events in order to ensure Global Panel members attend and the meetings run smoothly. To ensure smooth running of overseas meetings and events in developing countries in Africa and Asia. Liaise with travel agents, partner organisations and staff on the ground to anticipate potential logistical and financial problems to guarantee a successful event. To work with colleagues in the School's Finance department to ensure payment of suppliers providing services for overseas meetings and events. To formulate contingency plans in advance of overseas meetings and events in developing countries to minimise risk and disruption.
<p>Analysis and Research</p> <ul style="list-style-type: none"> To submit logframe, reporting narratives and budget reviews quarterly and annually to funders. To analyse financial data and trends, including under- and over-spending, for funder's quarterly expenditure reports. To initiate and prepare monthly budget meetings with the Global Panel Director and to explain areas of variance and over- and under-spend. To run financial reports in Agresso to prepare and submit quarterly budget and expenditure reports to funders.
<p>Additional Information</p> <ul style="list-style-type: none"> To willingly undertake other activities that may arise in service of effectively delivering the Global Panel's outputs.

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.

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Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> A first degree or equivalent experience. A qualification in administration, finance and project management. 	<div>E</div> <div>D</div>
Experience	<ul style="list-style-type: none"> Substantial experience of, and competence in, financial administration. Experience of organising meetings and events to a high standard and with professionalism Proven experience of grant management, applications for new grants and reporting to funders, and of providing support to multi-partner programmes Experience of line management 	<div>E</div> <div>E</div> <div>D</div> <div>D</div>
Knowledge	<ul style="list-style-type: none"> Advanced working knowledge of the MS Office Suite, Management Information Systems and software relevant to grant management 	<div>E</div>
Skills	<ul style="list-style-type: none"> Strong relationship management skills and ability to get on as part of a team and with a diverse range of colleagues and stakeholders Strong administration and organisational skills, ideally gained within an academic or non-governmental organisation, with excellent attention to detail 	<div>E</div> <div>E</div>

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	<ul style="list-style-type: none"> • Fluent, accurate written English and strong oral communications skills 	E
Personal Qualities	<ul style="list-style-type: none"> • Willing and able to travel overseas to organise and support Panel meetings. • Demonstrable adaptability and enthusiasm to take on new tasks. 	D 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

Date compiled: 6 June 2016

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 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.

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