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 Clinical Research (Head: Professor David Mabey)**

The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department’s main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

**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.

**Project Information**

**Wellcome Clinical PhD Programme in Global Health**

The Wellcome Trust - Bloomsbury Centre for Global Health Research was established in 1995 as the Wellcome Trust Bloomsbury Centre for Clinical Tropical Medicine, a partnership between the London School of Hygiene & Tropical Medicine (LSHTM) and the Institute of Child Health at University College London (UCL). It was
later joined by Barts and the London School of Medicine and Dentistry at Queen Mary University London, the Institute of Psychiatry at King’s College London, and St George’s University London. In 2016 partners in the Bloomsbury Centre plus Brighton and Sussex Medical School were awarded a Wellcome Trust Clinical PhD Programme in Global Health, comprising four fellowships per year for five years. We will be recruiting a total of 20 outstanding young clinicians to this programme, who will be doing their research in different countries in Asia and Africa.

We aim to recruit and train the best young clinical and non-clinical scientists with an interest in global health research, to provide them with the support, training and academic environment they need to develop into independent researchers, and to facilitate their academic and clinical career progression.

**JOB DESCRIPTION**

**Job Title:** Project Coordinator/Wellcome Clinical PhD Programme Coordinator

**Department:** Department of Clinical Research

**Faculty:** Faculty of Infectious and Tropical Diseases

**Location:** LSHTM, Keppel Street

**Reports to:** Professor David Mabey (Director of the Wellcome Clinical PhD programme in Global Health Research)

**Full Time:** Full time

**Grade:** Professional Support Pathway Grade 5 (PSP5)

**Overall purpose of the job**

The post holder will be responsible for providing proactive administrative, logistical and financial coordination to researchers based at a number of overseas locations and for the coordination of the Wellcome Clinical PhD programme in Global Health.

**Detailed responsibilities will include:**

**Financial management**

- Drafting and re-profiling of research project budgets.
- Preparing costs for research project budgets, including staff salaries, equipment, travel and overheads
- Drafting budget justifications for budget requests, re-profiles, uplifts and extensions
- Monitoring expenditure against budgets and forecasting future expenditure
- Preparing detailed quarterly and annual financial reports for submission to funding organisations in conjunction with the Research Operations Office
- Collating and submitting evidence of expenditure, such as copies of invoices and receipts, to funding organisations
- Arranging the transfer of payments to collaborators, following up on financial reports to ensure that they are produced in a timely manner
- Reviewing financial reports submitted by collaborative partners in line with LSHTM policy
Adhering to the Financial Regulations of LSHTM and funding organisations and communicating policies to fellow LSHTM colleagues

**Research project administration**
- Overall coordination of research project management and administrative activities
- Preparing and collating material for grant applications, ensuring that applications are submitted according to the regulations of the funding organisation
- Liaising with the LSHTM Research Operations Office regarding expenditure and financial reporting
- Monitoring income and expenditure on grants and maintaining an accurate financial record system for effective management of the research budgets
- Provide training and advice for prospective clinical research fellows on budgetary aspects of their fellowship applications and completion of the application process
- Reviewing and drafting sub-contracts between LSHTM and partner organisations in liaison with the LSHTM Contracts Office and overseeing successful delivery and adherence to sub contract agreements between LSHTM and partner organisations
- Maintaining good working relationships with funders and collaborating institutions in the UK and overseas
- Acting as a point of contact for funders in relation to the administration of grants at LSHTM where sub-contracts are held overseas

**Wellcome Clinical PhD Programme in Global Health coordination**
- Liaising with the Director (LSHTM) of the Clinical PhD programme and the Steering Committee with members at 5 partner UK Universities to coordinate the programme
- Proactively liaising and communicating with lead administrators at each partner institution
- Managing the recruitment process for the appointment of fellows to the programme with Human Resources
- Managing the Clinical Research Fellows research project application process from each of the 5 institutions
- Managing the programme grants and liaising with Research Operations
- Ensure all budgets submitted to the programme are compliant with Wellcome Trust’s terms and conditions
- Liaising with the Wellcome Trust and attending programme meetings
- Organisation of programme steering group meetings and fellow’s cohort events

**Administration**
- Obtaining quotes from suppliers, processing orders and coordinating shipment of equipment, laboratory consumables and other supplies overseas, including liaison with freight, procurement and courier companies ensuring all export and import conditions are adhered to
- Active coordination of and participation in project steering committee meetings, research project meetings, workshops, and tele- or video-conference calls, including room booking, catering and logistics
- Drafting agendas, supporting papers and taking minutes for conference calls and other meetings, ensuring action points are followed up
- Providing administrative and logistical support to research colleagues based in London and overseas locations, including booking and organising flights and accommodation, conference registration, arranging visas and reimbursing staff expenses
- Finding academic articles online or in the library on behalf of overseas and senior academic staff
- Providing support to senior colleagues within the department including updating annual journal subscriptions, subscribing to international conferences, submitting expenses claims and arranging meetings and calls

**Communication**

- Explaining LSHTM policy and procedure as well as funder terms and conditions in a clear and concise format to managers, PIs and fellow colleagues – both in writing and in person
- Coordinating the preparation of scientific/technical reports and review of programme activities as required by funders and other bodies
- Responding to requests from the LSHTM Press Office and other sources regarding press and other enquiries
- Drafting written materials such as annual reports and documentation relating to research activities
- Drafting content for websites and social media platforms

**Human Resources**

- Coordinating the recruitment process for new staff members including drafting job descriptions and job evaluations and arranging interviews in collaboration with staff in HR
- Conducting the induction of all new staff to the programme including clinical research fellows at all levels
- Training and supervision of new or temporary administrative staff within the department
- Providing information to staff based overseas regarding LSHTM’s human resources and financial procedures
- Monitoring all matters relating to staffing, including extending staff contracts, probationary periods, payroll variation forms, appraisals and end-of-contract interviews

**Decision Making**

- Making project management decisions to ensure the smooth running of research activities, and that project milestones and deliverables are on target
- Initiating and managing processes to ensure efficient decision-making across a number of work-streams e.g. coordinating budgets within the overall funding remit of the Clinical PhD programme

**Initiative and Problem Solving**

- Proactively monitoring project expenditure against budgets and forecasting future expenditure as required by funders whilst proactively pre-empting any issues which may arise
- Take initiative in responding to requests from fellows and overseas project staff, and to be proactive in providing assistance
- Suggesting and implementing new electronic and online document management systems for improved efficiencies.
**Departmental and Faculty**
- Attendance at Programme, Department and Faculty meetings
- Providing holiday cover for other professional support staff
- Responding to requests from the Department and Faculty Operating Officers on administrative matters
- Undertaking other duties related to the post as requested by the line manager
- Adhering to Faculty and School policy and procedures at all times.

**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 development review 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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<tr>
<th>Competency</th>
<th>Evidence</th>
<th>E/D</th>
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<tr>
<td><strong>Education, Qualifications and Training</strong></td>
<td>• Higher education to degree level, or equivalent, or substantial relevant experience</td>
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<td><strong>Experience</strong></td>
<td>• Proven administrative and organisational experience at a high level</td>
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<td>• Previous financial management experience of complex budgets</td>
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<td>• Proven ability to be proactive, assess priorities, manage own independent workload, meet deadlines and manage a busy workload</td>
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<td>Experience in providing organisational support for meetings including coordinating logistics, drafting agendas and writing minutes</td>
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<td>Experience of managing individual grant or project budgets of over £100K</td>
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<td>Proven ability to deal with complex procurement procedures and experience with coordinating freight overseas</td>
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<td>Experience of working in an academic environment</td>
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<td>Experience of managing/editing website content</td>
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**Knowledge**

| Excellent written and oral communication skills in English | E |
| Financially literate with knowledge of budgeting and financial management and ability to present and explain financial information in a clear and precise format | E |
| Proven experience in the use of excel spreadsheets to manage complex budgets and databases | E |
| A high level of IT proficiency in the use of Microsoft Office packages including Word, Excel, PowerPoint and Outlook | E |
| Experience of using Agresso (for budget management) and Wordpress (for web design) | D |

**Personal Qualities**

| Collaborative and flexible approach, with excellent interpersonal skills and the ability to work effectively, communicate and negotiate with colleagues of all cultures and background | E |
| Proven ability to use initiative and be proactive and skilled in referring relevant issues to colleagues where necessary | E |

**SALARY AND CONDITIONS OF APPOINTMENT**

The post is funded for three years and is available from 1st December 2017. Salary is on the Professional Support Pathway scale from £33,567 – £38,533 (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.