

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

FACULTY OF INFECTIOUS AND TROPICAL DISEASES

DISEASE CONTROL DEPARTMENT



PROGRAMME MANAGER, WASH

FURTHER PARTICULARS

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

History

Founded in 1899 at the London Docks, LSHTM is now based in Bloomsbury, where it has two main sites at Keppel Street and Tavistock Place, and additional sites in The Gambia and Uganda. Today, our staff, students and alumni work in government, academia, international agencies and health services across the world. Learn more about the history of LSHTM.

Research

Research income has grown to more than £180 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.

Our diverse research talents, skills and experience underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

Staff community

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Partnerships

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also 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.

Education

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 270,000 participants globally.

Excellence in research and education

We perform strongly in various global university league tables. In the ShanghaiRanking's Global Ranking of Academic Subjects 2020 we placed 3rd in public health (1st in the UK). In the 2020 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, and third in Europe for publishing open access research.

In the US News Best Global Universities Ranking 2021, we ranked 3rd in the world for public, environmental & occupational health, 4th in the world for infectious diseases, 11th in the world for social sciences & public health, and 12th best University in the UK overall. We ranked 27th for medicine in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates.

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

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 Alison Grant, who is Professor of International Health. 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 three large research departments comprising: Clinical Research, Disease Control, and Infection Biology. 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 Jayne Webster)

The Department of Disease Control is a multidisciplinary, cross-cutting department, operating in a global context and committed to excellence in research, innovation, learning and engagement. We have an outstanding reputation for internationally competitive research and teaching excellence, with demonstrable impact in the control of diseases, worldwide. Our diverse scientific staff comprises entomologists, epidemiologists, mathematical modellers, geographers, public health engineers, hygiene specialists, social scientists, engineers, statisticians and clinical scientists. We also have a strong team of project administrators, coordinators, managers, and communication specialists, who provide expert support to our research programmes in the UK and overseas. We are a highly collaborative Department, with extensive partnerships and collaborations with researchers from many countries and organisations around the world,

as well as internally, with multiple School Departments. Our work cuts across several School Centres such as the Vaccine Centre, the Malaria Centre, Centre for Evaluation and the MARCH Centre.

Our staff play influential roles as consultants and key advisors to organisations including the WHO, CDC, Malaria Consortium, Public Health England, Department of Health, DFID, Bill and Melinda Gates Foundation, the Royal Society, Research Councils, Academy of Medical Sciences, the World Bank, Governments and private sector manufacturers and innovators, amongst many others. Our range of expertise provides us with an impressive set of tools for addressing the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in low- and middle-income countries. Much of our research is directed at current health policy issues and addressing gaps between policy and practice.

Teaching

The School offers 19 one year full-time taught programmes 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 nine of these MSc programmes. In addition, the Faculty is responsible for the three-month Professional Diploma in Tropical Medicine and Hygiene, the Professional Diploma in Tropical Nursing and offers a range of specialist short courses lasting usually one or two weeks. The School offers a further six MSc programmes by Distance Learning, with the Faculty responsible for the MSc 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.

PROGRAMME MANAGER, WASH

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 CLEAR programme, the Maputo Sanitation (MapSan) trial and the COVID-19 Hygiene Hub.

The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role, which may be varied from time to time, and agreed at your annual Performance and Development Review (PDR). LSHTM have a newly implemented Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Job Title:	Programme Manager, WASH
Department:	Department of Disease Control
Faculty:	Faculty of Infectious and Tropical Diseases
Location:	LSHTM, Keppel Street London
FTE:	1 FTE
Grade:	PSP 6
Accountable to:	Meriel Flint-O’Kane, EHG Senior Manager
Responsible for:	Management of at least one PSP 5 post
Job Summary:	The Environment Health Group Programme Manager, WASH will contribute to the management and strategic development of the projects within their portfolio, including the MapSan study (BMGF), Urban Infant Foodscape study (FCDO/BMGF), SAM Relapse study (USAID), and TISA trial (USAID), among other ongoing projects (Please note: travel to the study countries: Mozambique, Kenya and Senegal may be required for a duration of up to 10 days at a time).

The post holder will have responsibility for delivering live programmes as well as working with PI's and their research teams to develop bids, engage international collaborators, negotiate contracts, and set up new research programmes. They will have responsibility for the strategic management and control of budgets of their grants, including drafting and updating budgets and reforecasts, advising Principal Investigators on the allocation of financial resources, and producing financial reports.

The post-holder will also have responsibilities for monitoring and evaluation, internal and external communications, information management and problem solving. The post will have line management responsibilities for at least one PS5 Project Manager, and for working with the EHG Senior Manager to manage staff resource according to the evolving requirements of the portfolio.

Project Management

- Contributing to the management and strategic development of the projects in your portfolio and assisting PIs in achieving the objectives on time, within budget, and in scope.
- Providing significant input into the short- and longer-term planning of the projects including as a member of the Project Management Teams.
- Developing project management tools to maintain, track progress, and report against overarching project plans that incorporate objectives, activities, responsible parties, dates, and key milestones.
- Identifying and managing potential financial risks for projects in a timely manner.
- Monitoring staffing within projects, advising the PIs on funding/staffing shortfalls and working together to achieve a workable solution.
- Responsible for liaising with the contracts office to organise consultancy agreements.
- Liaising with the LSHTM Research Operations Office over contracts and payments from funders, and issuing sub-contracts and payments to project partners.
- Establishing and maintaining good working relationships with partner institutions and funders.
- Organising meetings within LSHTM and with partners, whether tele- or videoconference calls or face-to-face meetings, including room booking, travel, catering and logistics. Drafting minutes and supporting papers for these meetings.
- Organising regular financial and administrative project meetings at LSHTM, and recording and disseminating key points and outcomes from the meetings.
- Giving presentations at project meetings, including on the project budget and finances, dealing with any questions regarding financial, governance or administrative matters.
- Organising international project management meetings, symposiums and project dissemination events.

Financial Management

- To take responsibility for the strategic management and control of budgets within your portfolio, and ensuring all procedures are in line with LSHTM regulations, liaising with the School's Research Operations Office and the School's Finance Office.
- Ensuring appropriate allocation of project funds between LSHTM and partner institutions, and assisting the contracts office in negotiations, liaising with the Schools Research Operations Office and the School's Finance Office.
- Liaising with collaborators and LSHTM support teams over contract agreements, expenditure and financial reporting to ensure smooth processes, including keeping up-to-date on funder's terms and conditions on expenditure and reporting.
- Producing, in co-operation with the Research Operations Office, regular financial reports for funders, and answering queries from the Research Operations Office, finance department, and PIs on all budget matters, including anticipated or actual expenditure.
- Being the primary source of advice for the PIs on all matters relating to management and allocation of financial resources.
- To be responsible for drafting and updating project budgets and preparing budget statements.
- To assist budget holders, including those in LMIC partner institutions, to monitor income and expenditure.
- To be responsible for supervision and surveillance of all expenditure against budget and activities (day-to-day expenditure may be devolved to nominated budget holders).
- Developing and maintaining systems to monitor project budgets, forecast and ensure that key financial information can be provided quickly and efficiently, e.g. for budgeting, financial reporting, responding to funder and collaborator queries.
- Preparing ad hoc summaries of project finances for the PIs, strategic management teams and the funders as needed.
- Ensuring partner payments are in line with contractual agreements and have detailed financial and narrative reports.
- Overseeing reimbursement of expenses, checking appropriate receipts, supporting documents and available budget.
- Proactively managing the project budgets, maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
- Understanding and adhering to the School's Financial Regulations and funder regulations.
- Arranging for the transfer of payments to collaborators and manage payments against an approved payment profile.
- Obtaining quotes from suppliers, processing orders and coordinating shipment of equipment and other supplies to overseas sites, including liaison with recipient, procurement and courier companies.
- Preparing and collating material for research grant applications; creating RCP costings, completing funders' web-based forms and ensuring that applications are submitted according to the regulations of the funder.
- Adhering to school policies and processes.

Monitoring & Reporting

- Developing, implementing and maintaining appropriate mechanisms for tracking project progress and reporting against key milestones, targets, and deliverable dates.
- Developing, implementing and maintaining reporting systems for partners to include templates to report back to funders
- Regularly communicating project progress to the project PIs and other project staff, and the funders
- Drafting project monitoring reports.
- Contributing to the funder monitoring, progress and evaluation reports.

Internal Communications and Information Management

- Ensuring the project teams function as cohesive units through effective communication with academics, implementers and administrative staff within collaborating institutions.
- Developing and maintaining an internal communications policy and system to ensure that staff and collaborators are regularly informed about the objectives, activities and outputs of the projects
- Systematically organising and managing project information pertaining to finance, contracts, staff, reporting, and outputs.
- Developing appropriate reporting processes and structures, monitoring these for the PIs, compiling information from all project workstreams and consolidating this into the most appropriate formats for presentation to project staff, project members, funders, and other audiences. Excellent written communication and organisational skills are required.

External Communications

- Working closely with the School's External Relations Team to raise the profile of the EHG's work to both country and international audiences.
- Assisting the PIs and key project staff to explore opportunities for public engagement and scientific communication of the projects and key findings through social media and other outlets, including assistance with the preparation and submission of proposals for funding of public engagement activities.
- Maintaining webpages, including updating project information and other communications materials. Maintaining project social media feeds e.g. Twitter.
- Acting as the primary point of contact for the projects for staff, students, visitors, collaborators etc. responding promptly to requests or referring as appropriate.

Initiative and Problem Solving

- Using initiative in dealing with unexpected situations, proactively rather than reactively.
- Able and confident to handle problems and make decisions in the absence of the PIs.
- Contribute to strategic/management decisions.
- Working independently with minimal supervision and able to use initiative.
- Developing and maintain a project risk register using a RAG system, to identify and manage potential risks to the project in a timely manner.
- Identifying or anticipating problems that may arise within the areas of administration/financial management, and proposing solutions.
- Sharing knowledge, skills and experience and advising more junior members of staff and help to resolve complicated problems where solutions are not always obvious.
- Regularly be expected to solve standard problems by following set procedures/guidelines, for example, responding to queries from the Principal Investigators, team members, collaborators and Professional Services.

- Determine when appropriate to escalate issues to the EHG Research Programme Manager, the Principal Investigators or someone with specialist knowledge.
- Be expected to use initiative and creativity to identify and solve more unusual problems; interpreting school and funder policies and procedures and assessing the consequences of various courses of action.
- Identify funding opportunities for future research, advise on internal and external guidelines and how cost recovery can be maximised.

Other responsibilities

- Key member of the projects' strategic management teams.
- Attending and/or contributing to working and steering groups, consultations and other meetings at Department, School and Faculty level as required.
- Acting as an informal 'mentor' to new members of project administration staff in the EHG, the Department and wider Faculty, and in the wider School in respect of specific knowledge of particular funders.
- Providing cover during absence of the EHG Research Programme Manager and other Professional Support Staff, including dealing with queries, attending meetings and making urgent decisions if required.
- Contributing to general activities of the Department and School that help to promote the objectives of LSHTM.

Staffing

- Line manage at least one Project Manager (PS5).
- Assisting in the recruitment process for new staff members, including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
- Pro-actively identifying where there are staff funding short-falls, making recommendations to the Principal Investigators and EHG Research Programme Manager.
- Preparing Payroll Funding Variation Forms (PVFs) independently across multiple academic staff and projects to extend staff contracts and change funding or full time equivalent (FTE).
- Assisting in the induction and training and of new staff or temporary administrative staff within the EHG.

Other

- Keeping an up-to-date list of publications and make researchers aware of open access publishing requirements. Assisting the PIs in submitting articles to peer-reviewed journals (checking journal requirements, formatting papers appropriately using EndNote etc.)
- Searching for articles from libraries and online sources on behalf of overseas and senior academic staff.

The above list of duties is not exclusive or exhaustive and the role holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the role.

Role descriptions should be regularly reviewed to ensure they are an accurate representation of the role.

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.

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to degree level or equivalent or extensive relevant experience. 	E
	<ul style="list-style-type: none"> Evidence of continuing professional development including regular attendance on internal and external study programmes. 	E
	<ul style="list-style-type: none"> Qualification in Project Management. 	D
Experience	<ul style="list-style-type: none"> Proven experience of managing large complex multi-million pound projects with multiple partners. 	E
	<ul style="list-style-type: none"> Proven experience of providing comprehensive and proactive high-level administrative support in Higher Education (or a similar environment). 	E
	<ul style="list-style-type: none"> Relevant experience of managing global health / development research projects in low-income country settings . 	E
	<ul style="list-style-type: none"> Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages (including referencing software). 	E
	<ul style="list-style-type: none"> Proven experience of grant management and reporting to funders. 	D
	<ul style="list-style-type: none"> Experience managing grants from the Bill and Melinda Gates Foundation, USAID, the Foreign, Commonwealth and Development Office, and Wellcome Trust 	D
Knowledge	<ul style="list-style-type: none"> Knowledge and interest in WASH and health/international development, community participation and global health 	E
	<ul style="list-style-type: none"> Financially literate with sound knowledge of budgeting methodologies and resource management concepts and ability to present financial and other information in a clear logical format 	E
	<ul style="list-style-type: none"> Understanding and experience of appropriate monitoring and evaluation methods and tools appropriate to global health/development research grants 	E
	<ul style="list-style-type: none"> Understanding of academic research and funding within the HE and research sectors 	D
Personal Qualities	<ul style="list-style-type: none"> Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format and draft documentation. 	E
	<ul style="list-style-type: none"> Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision. 	E
	<ul style="list-style-type: none"> Proven ability to use initiative and judgement to anticipate and solve problems and to propose and implement ways of working more efficiently or effectively. 	E
	<ul style="list-style-type: none"> Excellent interpersonal skills including the ability to establish and maintain effective working relationships with all colleagues, counterparts and 	E

	<p>academic staff in collaborating institutions, together with the ability to communicate effectively and negotiate at all levels.</p> <ul style="list-style-type: none"> • Experience and ability to recognise and deal effectively with potentially sensitive situations, and able to exercise discretion in handling confidential matters. • Willingness to travel internationally (travel to the study countries; Mozambique, Kenya and Senegal may be required for a duration of up to 10 days at a time) 	<p>E</p> <p>D</p>
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SALARY AND CONDITIONS OF APPOINTMENT

The post is full-time and is available from mid-January 2023 for one year. The salary will be on the Professional Support Grade 6 scale in the range £41,829 to £47,503 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 "Wellbeing Days". Membership of the Pension Scheme is available. LSHTM have a newly implemented Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

APPLICATIONS

Applications should be made online via our website at <http://jobs.lshtm.ac.uk> Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. 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.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date

ASYLUM AND IMMIGRATION

The School will comply with current UKVI legislation, 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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>