

**LONDON SCHOOL OF HYGIENE & TROPICAL  
MEDICINE**

**FACULTY OF EPIDEMIOLOGY AND POPULATION  
HEALTH**

LONDON  
SCHOOL of  
HYGIENE  
& TROPICAL  
MEDICINE



**DEPARTMENT OF INFECTIOUS DISEASE EPIDEMIOLOGY**

## **FURTHER PARTICULARS**

### **THE SCHOOL**

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 by Sir Patrick Manson, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. 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.

Research income has grown to over £85 million per year from national and international funding sources including the UK government, the European Commission, the Wellcome Trust and philanthropic sources.

Education programmes have grown to more than 1,000 London-based Master's and Research students, 2,900 studying Master's by distance learning and 1,000 on short courses and continuous professional development. We have also launched a series of free online courses, and more than 15,000 people registered on the first of these, Ebola in context. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

The School is highly ranked in various university league tables. It was named the world's leading research-focused graduate school in the Times Higher Education World Rankings in 2013. In 2014, it was ranked in the top 10 universities in the world for citation rate by the new EU-supported U-Multirank database, fourth in the world for impact in medical sciences by the Leiden Ranking and third in the world for social science and public health in the US News Best Global Universities Ranking. According to the results of the UK government's Research Excellence Framework, published in December 2014, the School was ranked second overall (after the Institute for Cancer Research) on the key measure of impact.

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March 2014*

## **THE FACULTY**

The Faculty of Epidemiology & Population Health (EPH) houses a large group of epidemiologists, demographers, statisticians and nutritionists working on issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into four research departments.

- Department of Infectious Disease Epidemiology
- Department of Medical Statistics
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a teaching programme consisting of ten MSc courses: Epidemiology, Demography and Health, Medical Statistics, Public Health in Developing Countries (run jointly with the Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Reproductive & Sexual Health Research, Veterinary Epidemiology (run jointly with the Royal Veterinary College), Global Mental Health (run jointly with Kings College London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology and Clinical Trials. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor John Edmunds.

## **THE DEPARTMENT**

Department of Infectious Disease Epidemiology conducts research on the epidemiology and control of infectious diseases of public health importance. It also conducts research on maternal and neonatal health. Work is carried out in low, middle and high income countries, including the United Kingdom. Research ranges from ecological studies of variations in disease frequency in different populations, through observational case-control and cohort studies to define risk factors for disease, to randomized controlled trials to test the impact of specific preventive and curative interventions.

The Department Head is Prof. Veronique Filippi.



## Project Coordinator

<b>Job Title:</b> Project Coordinator, Newborn and Child Development Team	
<b>Department /Division/Unit:</b> Infectious Disease Epidemiology	
<b>Faculty/Professional Service:</b> Epidemiology Population and Health	
<b>Location:</b> London	
<b>Reports to:</b> Project Manager (Claudia da Silva)	
<b>Accountable to:</b> Principal Investigator Joy Lawn	
<b>Responsible for:</b> Administrative support for the team	
<b>Full Time/Part Time/Casual:</b> Full Time	<b>Hours (if less than full time):</b>
<b>Grade:</b> 5	
<p><b>Overall Purpose of the job</b></p> <p>The post-holder will be responsible for providing efficient administrative, logistical and financial support from set up to closure; a portfolio of research projects which may have multiple overseas collaborators or complex funder requirements. The post-holder will develop a good understanding of the funder terms and conditions for the project(s) providing sound advice and ensuring compliance to these and the school policies and procedures. The post-holder will be a member of the Newborn and Child Development team and be accountable to the Project PI and the Project Manager, and will provide support to other members of the team.</p> <p>Major projects include: Every Newborn Measurement improvement Metrics, Development of early childhood development metrics, developing a value proposition for vaccines against group B streptococcal disease, and others.</p> <p>The role holder will be expected to:</p> <p><b>Project coordination</b></p> <ul style="list-style-type: none"> <li>• Oversee non-scientific aspects of the project/ projects in the portfolio.</li> <li>• Prepare and collate material for research grant applications; creating pFACT costings, completing funders' web-based forms and ensuring that applications are submitted according to the funding regulations. Identify funding opportunities for future research, and advise on internal and external guidelines and requirements.</li> <li>• Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/ invoicing requirements and audits.</li> <li>• Liaise with Research Operations over contractual agreements, expenditure and financial reporting.</li> </ul>	

- Act as a point of contact for funders in relation to the administration of projects where sub-contracts are held in the UK or overseas.
- Coordinate, and participate in, team meetings and conference calls.
- Lead on the arrangement of large-scale meetings/conferences.

#### **Staffing**

- Assist 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 identify where there are staff funding short-falls, making recommendations to the Principal Investigator.
- Prepare Payroll Funding Variation Forms (PFVFs) to extend staff contracts and change funding or full time equivalent (FTE).
- Assist in the induction and training and of new staff or temporary administrative staff within the team.

#### **Other**

- Support the team in organising open access publishing requirements and payments.

This list is not exhaustive and the post-holder will be expected to carry out duties in line with these responsibilities.

### **Principal Duties and Responsibilities**

#### ***Communications***

- Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators.
- Liaise with Research Operations, Human Resources, Procurement and other Professional Service Departments to deal with queries and resolve issues.
- Liaise with funders, in regards to application submissions and projects.
- Take an active role and represent the project/department at both internal and external meetings.
- Draft agendas, supporting papers and take minutes for leadership team conference calls and other meetings, ensuring action points are followed up.
- Respond to requests from the school press office and other sources regarding press and other enquires.
- Maintain webpages, including updating project and output/work package information and other communications materials.
- Contribute to drafting written non-scientific elements of annual reports, other documentation relating to the research project and communication, promotion and dissemination documents; such as newsletters

#### ***Teamwork and Motivation***

- Develop and maintain good working relationships with school staff, funding organisations and suppliers, liaising on financial, contractual and administrative issues.
- Establish relationships and ensure effective communication with collaborators, whom may be based overseas.

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March 2014*

- Provide advice and guidance on the administrative and financial aspects of the project to project team members and collaborators and ensure they know what is expected of them and when.
- Provide cover for team members as appropriate and take on additional projects when there is capacity.

#### ***Liaison and Networking***

- Help develop and maintain internal and external research networks and develop a knowledge of the project stakeholders.
- Liaise and build relationships with project staff at the school and at collaborating institutions.
- Respond to requests and provide project information as required, to Principal Investigator's, department staff and Research Operations.
- Liaise and build good relationships with staff in Professional Services Departments, including HR, Finance and Research Operations.
- Support staff based overseas to operate effectively and in compliance with the school's human resources and financial policies and procedures.

#### ***Service Delivery***

- Provide administrative and logistical support to the project(s) as required, to include: organising travel, visas and the reimbursement of expenses, managing the team credit card reconciliations, arranging project meetings, workshops and conference calls, ordering stationery and supplies.
- Proactively manage the project budget(s), which may include budgets over a million pounds, maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
- Understand and adhere to the school Financial Regulations and funder regulations.
- Arrange for the transfer of payments to collaborators and manage payments against an approved payment profile.
- Obtain quotes from suppliers, processing orders and coordinating shipment of equipment, laboratory consumables and other supplies to overseas sites, including liaison with recipient, procurement and courier companies.
- Prepare and collate material for research grant applications; creating pFACT costings, completing funders' web-based forms and ensuring that applications are submitted according to the regulations of the funder.
- Adhere to school policies and processes e.g. recruitment, pFACT financial costing tool, Agresso financial monitoring tool, change of funding etc.
- Act as the primary point of contact for the project(s) for staff, students, visitors, collaborators etc. responding promptly to requests or referring as appropriate.
- Provide team members with up-to-date information on activities, including progress against deadlines.
- Be proactive and meet agreed outcomes e.g. organising meetings, updating project information/guidance etc.

**Decision Making**

- Take independent decisions using own knowledge in conjunction with written guidelines/checklists and templates.
- Provide guidance to the Principal Investigator and project team on matters relating to project finance, administration, logistics etc.
- Respond to financial queries from funders and collaborators on behalf of the Principal Investigator and in liaison with Research Operations.
- Take a lead in meeting on topics relating to finance and administration (as appropriate).
- Make decisions relating to budget and expenditure, including staff funding.
- Make a contribution to collaborative decisions about project-related matters through active participation in project meetings and discussions with the Principal Investigator and team members.
- Contribute to strategic/management decisions.

**Planning and Organising**

- Contribute to the strategic trajectory of projects; discussing budgetary, staffing, space and supplies issues and the sustainability beyond the current grant lifecycle.
- Plan, prioritise and organise own work/resources to achieve agreed objectives.
- Assess each task for urgency/importance and create a work-plan.
- Develop and maintain information management systems for appropriate administration of the project(s).

**Initiative and Problem Solving**

- Identify or anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions.
- Regularly be expected to solve standard problems by following set procedures/guidelines, for example, responding to queries from the Principal Investigator, team members, collaborators and Professional Services.
- Determine when appropriate to escalate issues to the Department Operating Officer, the Principal Investigator or someone with specialist knowledge.
- Occasionally 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.

**Analysis and Research**

- Accurate entry of data/information e.g. research data spreadsheets, staff funding and requisitions.
- Provide financial management reports to the Principal Investigator, and advise on direction of spending and allocation of resources, including budget forecasting.
- Providing detailed analysis of income and expenditure, interpreting trends/patterns and making predictions.
- Pro-actively monitor staffing on projects, through staff forecasting and advise the Principal Investigator when funding shortfalls arise and work together to achieve a solution.

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- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
- Assist with drafting and re-profiling budgets in the region of several million pounds.
- Draft budget justifications for requests for funding, budget re-profiles, uplifts and extensions.
- Review financial reports submitted by sub-contractors/collaborators to ensure the expenditure is in line with the budget and funding regulations, keeping own records of budget vs expenditure for each collaborator.
- Work with Research Operations to complete detailed financial reports for submission to funding organisations, collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.
- Locate specific articles/books/information as requested by the Principal Investigator e.g. library/intranet searches.

#### ***Additional Information***

- Project administrators are expected to work as part of a team and show awareness of other administrative roles in the Department. This will include covering periods of absence of others in the team, including cover for the Departmental Operating Officer.
- Adhere to Faculty and School policy and procedures at all times.
- Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- Contribute to general activities of the Department and School that help to promote the objectives of the school.

### 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.

<b>Job Title:</b> Project Coordinator		
<b>Department/Division:</b> Infectious Disease Epidemiology		
<b>Competency</b>	<b>Evidence</b>	<b>E/D</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Higher education to degree level or equivalent or substantial relevant experience.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Evidence of continuous professional development including internal or external training and development programmes.</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial relevant experience of providing proactive administrative support in Higher Education (or similar environment) and working closely with academic staff members.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Significant experience of providing administrative/financial support for research projects.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Working knowledge of funder terms and conditions and Full Economic Costing (FEC) methodology.</li> </ul>	D
	<ul style="list-style-type: none"> <li>Proven ability to manage own work-load, organising and prioritising tasks to meet deadlines.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to monitor a budget and prepare accurate costings, projections and reports.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to understand and communicate/explain information (e.g. organisational policies and processes and funder terms and conditions) to others and to respond to a range of queries.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of planning and providing proactive support for large multi-country meetings and/or events booking rooms/travel/accommodation, including preparing papers, taking and writing up minutes.</li> </ul>	E

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	<ul style="list-style-type: none"> <li>• Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages.</li> <li>• Experience of establishing or developing systems or processes to manage information.</li> <li>• Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format.</li> </ul>	E  E  E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of academic research and funding within higher education.</li> <li>• Financially literate with sound knowledge of budgeting and resource management principles.</li> </ul>	E  E
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills including the ability to establish and maintain effective working relationships.</li> <li>• A collaborative and flexible approach with evidence of ability to work independently and as part of a team.</li> <li>• Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively.</li> </ul>	E  E  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

## Salary and conditions of appointment

The post is full-time post and based in the Keppel Street building of the London School of Hygiene & Tropical Medicine. It is available on a full-time basis commencing as soon as possible, until 30<sup>th</sup> November 2019 in the first instance with possibility to extend depending on funding. The appointment will be made on the Grade 5 PSP scale with salary in the range £33,567 - £38,533 per annum inclusive. 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. In addition to this there are discretionary "Director's Days". Membership of the Pension Scheme is available.

## APPLICATIONS

Applications should be made on-line at our website at [jobs.lshtm.ac.uk](http://jobs.lshtm.ac.uk). Online applications will be accepted by the automated system until 10pm on of the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk). Please quote reference EPH-IDE-2018-36.

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 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](http://www.ukba.homeoffice.gov.uk/employers/points)