

Project Administrator



Job Title:	Project Administrator
Faculty:	Public Health and Policy
Location:	Tavistock Place, London
FTE:	0.5 FTE
Grade:	4
Reports to:	Project Manager (Linnet Griffith-Jones)
Accountable to:	Principal Investigator (Prof Tolib Mirzoev)
Responsible for:	N/A
Job Summary:	The post-holder will be responsible for providing efficient administrative and logistical support for the NIHR-funded research project 'Global Health Research Centre on Strengthening of Capacity for NCD control in West Africa (Stop-NCD)'. The post-holder will develop a good understanding of School administrative systems and processes to support the functioning of the research project activities both in the UK and overseas. The post-holder will be a member of the department administration team and report to the project's Project Manager.

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.

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 INFORMATION

The School is divided into three academic faculties, of which the Faculty of Public Health & Policy is responsible for research and teaching in the policy, planning and evaluation of health programmes and services. Its interests are both national and international, encompassing industrialized and low and middle-income countries. The Faculty has three research departments:

- Health Services Research and Policy (HSRP)
- Global Health and Development (GHD)
- Public Health, Environments and Society (PHES)

In the Faculty there are about 250 academic staff drawn from a variety of disciplines including medicine, statistics, epidemiology, sociology, economics, anthropology, operational research, psychology, nursing and history. Each department is responsible for its own research. The School has adopted a rotating system of management for its academic departments and faculties. The management of a department is under the control of the Department Head, appointed by the Director for a period of three years in the first instance. The Faculty Head is appointed in a similar manner but for an initial period of up to five years.

The Faculty of Public Health and Policy is responsible for organizing a one-year Master's course in Public Health, which allows students to take either a general MSc in Public Health, or to follow one of several more specialised streams: Health Services Management, Health Promotion, Environmental Health or Health Services Research. The Faculty also jointly teaches the MSc Public Health in Developing Countries and MSc Control of Infectious Disease (with the Faculties of Infectious and Tropical Diseases and Epidemiology and Population Health), and MSc Health Policy, Planning and Financing (jointly with the London School of Economics). Master's courses are organized in a modular format across the whole School. One of the growing areas of Faculty teaching is distance-based learning, with MScs in Public Health and Global Health Policy. In 2017/18, over 230 students were registered for our face-to-face Masters programmes and nearly 1600 students were registered for distance learning MScs.

The Faculty has also reorganized and expanded its research degree (MPhil/PhD; DrPH) training. Currently there are about 108 students and 23 staff members registered for a research degree.

DEPARTMENT INFORMATION

The Department of Global Health and Development (GHD) focuses on novel and policy-relevant research and training to achieve impact at national and global levels. Our work, predominantly concerning low and middle-income countries, spans health policy and systems research, economic evaluation, gender violence and violence in childhood, and medical humanitarianism. There are approximately 150 staff and 100 research degree students in the Department, with total grant funding of over £35m, from a range of funders including research councils, UK and overseas charities, the European Union, the UK government and others. Academic staff come from a wide range of disciplines including economics, epidemiology, mathematics, law, politics, social policy, policy analysis, sociology and anthropology, and are grouped into two Units and a number of thematic research groups.

THE PROJECT

The NIHR Global Health Research Centre on Strengthening of Capacity for NCD control in West Africa (Stop-NCD) is a UK and low-and-middle-income-country (LMIC) partnership that aims to contribute to improved health and wellbeing of populations in West Africa, through comprehensive and sustainable capacity strengthening for high-quality applied non-communicable disease (NCD)

research in Burkina Faso, Ghana and Niger to inform improved prevention, screening, primary care diagnosis and management/referrals of interrelated hypertension, diabetes and common mental health problems.

The project runs between the 1st October 2022 and 30th September 2023 and is led by the London School of Hygiene and Tropical Medicine (LSHTM) and Ghana College of Physicians and Surgeons (GCPS), with Asheshi University (AU), Laboratoire d'Etudes et de Recherche sur les Dynamiques Sociales et le Développement Local [Research Laboratory on Social Dynamics and Local Development] (LASDEL) and Université Catholique de l'Afrique de l'Ouest - Unité Universitaire at Bobo-Dioulasso [Catholic University of West Africa - University Unit at Bobo-Dioulasso] (UCAO-UUB),

The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role (attached), which may be varied from time to time, and agreed at your annual Performance and Development Review (PDR).

Project Administration

- Support all non-scientific administrative aspects of the projects in the portfolio, including: travel, reimbursement of expenses, arranging project meetings and workshops, conference calls, ordering stationery, supplies and shipment overseas.
- Prepare and collate material for research grant extensions and applications; creating RCP costings in Agresso, completing funders' web-based forms and ensuring that applications for are submitted according to the funding regulations
- Take responsibility for organising all project travel including flights, accommodation, visas and related cash advances, whilst demonstrating a commitment to obtaining competitive fares.
- Assist with the maintenance of Excel and SharePoint information management systems for appropriate administration of the projects.
- Support leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences, e.g. drafting agendas, taking minutes, liaising with Catering and Events teams.
- Take on administrative assignments to support the development of contractual agreements, project systems and functions.
- Identify or anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions; escalating when appropriate
- Support the Project Manager, as a point of contact for funders and collaborators in relation to the administration of projects where sub-contracts are held in the UK or overseas.
- Assist the Project Manager to development implement capacity-building activities for collaborators in relation to administrative and financial management.

Finance and Procurement Administration

- Support the management of the project budget (£10 million over five years) and the maintenance of accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
- Take responsibility over staff and non-staff expense claim management, ensuring relevant documentation is obtained for efficient submission and approval.
- Build competency with the School's financial and procurement system, Agresso, to support project procurement administration.

- Understand and adhere to the relevant School policies, including Financial Regulations, the Expenses and Benefits policy and the Procurement policy.
- Understand and adhere to funder regulations.
- Assist Research Operations by advising on reporting/ invoicing requirements and audits.
- 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.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
- Work with the Project Manager and 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.

Human Resources

- Assist in the recruitment process for new staff members including drafting job descriptions and HERA job evaluations and arranging interviews as required.
- Prepare Payroll Variation Forms (PVFs) to extend staff contracts and change funding or full time equivalent (FTE) as required.
- Support with the induction and training and of new staff or temporary administrative staff within the team as required.

Communication Administration

- Support the maintenance of project webpages, including project communications materials.

Other

- Work as part of a team and show awareness and consideration of other administrative roles in the department
- Take responsibility for additional tasks where there is capacity.
- 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.

Job Title: Project Administrator
Department: Global Health and Development

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to degree level or equivalent or substantial relevant experience. 	E
	<ul style="list-style-type: none"> Evidence of continuous professional development including internal or external training and development programmes. 	D
Experience	<ul style="list-style-type: none"> Significant relevant experience of providing proactive administrative support for projects in Higher Education (or similar environment such as non-governmental organisation / charity) and working closely with academic staff members 	E
	<ul style="list-style-type: none"> Proven ability to manage own workload, organising and prioritising tasks to meet deadlines. 	E
	<ul style="list-style-type: none"> Proven ability to understand processes/information (e.g. organisational policies). 	E
	<ul style="list-style-type: none"> Experience of planning and providing support for meetings and/or events booking rooms/travel/accommodation 	D
	<ul style="list-style-type: none"> Prior experience working for humanitarian or non-governmental organisation(s) in low- or middle-income countries 	D
Knowledge	<ul style="list-style-type: none"> An understanding of academic research and funding within higher education 	D
	<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 	E
	<ul style="list-style-type: none"> Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages. 	E
	<ul style="list-style-type: none"> Ability to work effectively in French 	D
Personal Qualities	<ul style="list-style-type: none"> Excellent interpersonal skills. 	E

	<ul style="list-style-type: none"> • A collaborative and flexible approach with evidence of ability to work independently and as part of a team. 	E
	<ul style="list-style-type: none"> • Lived experience in low-income countries or crisis settings 	D

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 part time 17.5 hours per week, 0.5 FTE and fixed term until 30 September 2027. The post is funded by the NIHR Funded Global Health Research Centre on Strengthening of Capacity for NCD control in West Africa (Stop-NCD) Project and is available from 15 February 2023.

The salary will be on the Professional Services salary scale Grade 4 scale in the range of £31,211 - £34,593 per annum pro rata (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. The post is based in London at the London School of Hygiene & Tropical Medicine.

Applications should be made on-line 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 shortlisted. Online applications will be accepted by the automated system until 10pm of 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 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