

JOB DESCRIPTION



Job Title: Project Coordinator
Department: Infectious Disease Epidemiology & International Health
Faculty/Professional Service: EPH
Location: Keppel Street, London
Reports to: Programme Manager, International Statistics & Epidemiology Group
Responsible for: NA
Full Time/Part Time/Casual: Full-time or part-time
Hours (if less than full time): Between 0.5 FTE and 1 FTE
Grade: Grade 5
Overall Purpose of the job: 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 LSHTM policies and procedures, including the Financial Regulations. The post-holder will be a member of the department administration team and be accountable to the Principal Investigators within the department. The project portfolio will cover grants held by the MRC International Statistics & Epidemiology Group (ISEG), a group of approximately 35 statisticians and epidemiologists based in London and at research centres in Africa. The group has an extensive research portfolio of epidemiological research covering a range of diseases of major public health importance, including HIV and sexual and reproductive health, TB, malaria, emerging and neglected diseases and mental health.

General Information

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.

To discover more about LSHTM please click [here](#).

Our Values

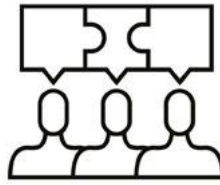
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. To find out more please click [here](#).



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

Faculty Text

The Faculty of Epidemiology & Population Health (EPH) houses a large group of epidemiologists, demographers, statisticians and nutritionists working on major issues of importance to public health provision in the UK and globally. EPH employs approximately 560 people in five research departments.

- Department of Infectious Disease Epidemiology & Dynamics
- Department of Infectious Disease Epidemiology & International Health
- Department of Medical Statistics, which includes the Clinical Trials Unit
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a postgraduate teaching programme including eleven intensive MSc courses: Epidemiology, Demography and Health, Medical Statistics, Health Data Science, Public Health for Development (jointly with Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Global Mental Health (jointly with Kings College London, Institute of Psychiatry), Reproductive & Sexual Health Research, Sexual & Reproductive Health Policy and Practice (online), Veterinary Epidemiology (run jointly with the Royal Veterinary College) and Climate Change and Planetary Health. There are also three distance Learning MSc courses: Epidemiology, Clinical Trials and Demography in Health. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

Department of Infectious Disease Epidemiology (IDE) 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.

IDE is the largest department within LSHTM and for organisational purposes has been split into two departments Department of Infectious Disease Epidemiology & Dynamics and Department of Infectious Disease Epidemiology & International Health. This post will be based in Department of Infectious Disease Epidemiology & International Health, the Department Heads are Oona Campbell and Sian Floyd.

THE MRC INTERNATIONAL STATISTICS & EPIDEMIOLOGY GROUP

The MRC International Statistics & Epidemiology Group (ISEG; Director: Professor Helen Weiss), established in 1972, is a group of approximately 35 statisticians and epidemiologists based in the Department of Infectious Disease Epidemiology at LSHTM and at research centres in Africa. The group has an extensive research portfolio of epidemiological research in resource-limited settings covering a range of diseases of major public health importance including HIV, TB, malaria, emerging and neglected diseases and mental health. We have an extensive network of collaborators, including the MRC/LSHTM Units in Uganda and The Gambia, the Aurum Institute for Health Research (Johannesburg, South Africa) and the Mwanza Intervention Trials Unit (Mwanza, Tanzania). Further details are available on our [website](#).

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).

Main Duties and Responsibilities

Project coordination

- Oversee all non-scientific aspects of the project/ projects in the portfolio; including organising travel, visas, reimbursement of expenses, arranging project meetings, workshops and conference calls, ordering supplies and shipments overseas.
- Prepare and collate material for research grant applications; creating 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.
- Develop and maintain information management systems for appropriate administration of the project(s); contributing to the strategic trajectory of projects and sustainability beyond the current grant lifecycle
- Identify or anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions; escalating when appropriate
- 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.
- Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators.
- Coordinate, and participate in, leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences.

Finance

- 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.
- Take independent decisions on budget, expenditure and staff funding using own knowledge in conjunction with written guidelines/checklists and templates.
- Understand and adhere to the school Financial Regulations and funder regulations.
- Assist Research Operations with the establishment of sub-contracts with partner organisations, 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.

- Provide financial management reports to the Principal Investigator, and advice on direction of spending and allocation of resources, including budget forecasting, interpreting trends/patterns and making predictions.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
- 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.

Human Resources

- 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 monitor staffing on projects, through staff forecasting and advise the Principal Investigator when funding shortfalls arise and work together to achieve a solution.
- Assist in the induction and training and of new staff or temporary administrative staff within the team.
- Prepare Payroll Variation Forms (PVFs) to extend staff contracts and change funding or full time equivalent (FTE).
- Support staff based overseas to operate effectively and in compliance with the school's human resources and financial policies and procedures.

Communication

- Maintain webpages, including updating project and output/work package information and other communications materials.
- Respond to requests from the school press office and other sources regarding press and other enquires.
- 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.
- Keep an up-to-date list of publications and make researchers aware of open access publishing requirements.

Other

- Undertake visits to overseas sites to attend meetings and workshops.
- Work as part of a team and show awareness and consideration of other administrative roles in the department, covering periods of absence of others in ISEG's programme management team, including the Programme Manager, other Project Co-ordinator(s) and Programme Assistant.
- Take responsibility for additional tasks and projects 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 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 Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM 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 and Development Review (PDR).

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 substantial relevant experience. 	E
	<ul style="list-style-type: none"> Evidence of continuous professional development including internal or external training and development programmes. 	E
Experience	<ul style="list-style-type: none"> Substantial relevant experience of providing proactive administrative support in Higher Education (or similar environment) and working closely with academic staff members. 	E
	<ul style="list-style-type: none"> Significant experience of providing administrative/financial support for research projects. 	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 monitor a budget and prepare accurate costings, projections and reports. 	E
	<ul style="list-style-type: none"> 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. 	E
	<ul style="list-style-type: none"> Experience of establishing or developing systems or processes to manage information. 	E

	<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. • Experience of planning and providing proactive support for meetings and/or events booking rooms/travel/accommodation, including preparing papers, taking and writing up minutes. 	<p>E</p> <p>E</p>
Knowledge	<ul style="list-style-type: none"> • Financially literate with sound knowledge of budgeting and resource management principles. • Excellent relevant IT skills (particularly Excel) and willingness to learn new software packages. • An understanding of academic research and funding within higher education • Working knowledge of funder terms and conditions and Full Economic Costing (FEC) methodology 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills including the ability to establish and maintain effective working relationships. • Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively. • A collaborative and flexible approach with evidence of ability to work independently and as part of a team. 	<p>E</p> <p>E</p> <p>E</p>

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: July 2023

Salary and Conditions of Appointment

The post is fixed term until 31 October 2024 and can be part-time or full-time, 0.5 – 1.0 FTE. The post is funded by the Medical Research Council and is available immediately. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £38,282 - £43,947 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.

LSHTM has a 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.

Application Process

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 appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. 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", "Yes" or "No" will not be considered acceptable and will not be scored.

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 Statement

LSHTM 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.

This role is eligible for sponsorship for those applying at 0.7 FTE and above. Sponsorship may be possible at 0.6 FTE in limited circumstances.

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>