

JOB DESCRIPTION



Job Title: Head of Research Platforms
Department: MRC/UVRI&LSHTM Research Unit
Faculty/Professional Service: Research Platforms
Location: Uganda
Reports to: Unit Director
Responsible for: Heads of Platforms
Full Time/Part Time/Casual: Full time
Hours (if less than full time): 35
Grade: 07 PS
Overall Purpose of the job The role of the Head of Research Platforms is to lead and deliver the strategic and operational management of a cluster of 5 Research Platforms at MRC/UVRI & LSHTM Uganda Research Unit. The Research Platforms are critical foundations for the delivery of the Unit's research strategy. The Unit Research Platforms are Immunology, Sequencing, Clinical Research, General Population Cohort and Clinical Diagnostic Laboratories Services & Biobanking. The Head of Research Platforms role is an integral part of the senior leadership of the Unit, working closely with the Unit Director, Unit Chief Operating Officer (COO) and Theme Heads. Additionally, as a member of the Unit Management Committee (UMC) develops strategic objectives and priorities and ensures operational delivery of Platform services. The Head of Research Platforms identifies and promotes best practice in policies and procedures, to ensure that the Unit's Research Platforms run efficiently and effectively. The Head of Research Platforms is required to make decisions and recommendations on broad and complex issues, which impact on the operational and future direction of the individual Platforms and thereby the Unit and wider institution (LSHTM). The Head of Research Platforms manages the interface between the Research Platforms and the Unit's Professional Services and will be required to build strong and effective working relationships with those staff supporting the Research Platforms. The post-holder is key in ensuring high quality support for academic activity from the Research Platforms and provides leadership for Platform staff. The Head of Research Platform is a member of the Unit Management Committee (UMC) and is responsible for cross-Platform initiatives, good governance and mitigation of risk. The Head of Research Platforms is expected to extend support to LSHTM Faculties and LSHTM Professional Support Services through active participation in project boards, committees and other working groups and will be expected to engage with colleagues across all three LSHTM sites in the UK, The Gambia and Uganda.

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 find out more please visit our [Introducing LSHTM page](#).

Our Values

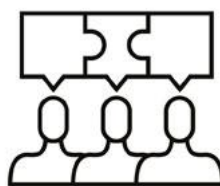
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

UNIT INFORMATION

LSHTM's MRC-funded Unit in Uganda is an internationally recognized centre of excellence for research and training established in 1988, following a request from the Uganda Government to the United Kingdom (UK) Government to support the response to the emerging HIV crisis. Its mission is to conduct high-quality research that adds knowledge and leads to improved control of infectious and non-communicable diseases (NCDs) in Uganda, Africa and globally, through translation of scientific findings into policy and practice, and rigorous research capacity building.

The Unit employs about 60 researchers to deliver research projects of the highest quality, ranging from basic science and epidemiology, to rigorous clinical trials for the prevention and management of diseases of public health importance in Africa. This research is conducted at three research Unit campuses, in Entebbe, on site with Uganda Virus Research Institute (UVRI), in Masaka and Kyamulibwa, as well as in field locations and at collaborating sites.

Since 2017, the Unit has trained 58 Master's and 44 PhD students from Uganda, other African countries and the UK. The Unit's research and capacity building success are supported through high-impact collaborations with partners in the Uganda, the region, the UK and other countries globally.

The Unit joined LSHTM on the 1st February 2018 creating a new partnership boosting research capacity and access to cutting-edge resources to address current and emerging health issues in Africa and globally.

Main Duties and Responsibilities

Strategic Planning and Management

- a) Work with the Unit Director, Theme Heads and Unit Chief Operating Officer to define and lead the Platforms' strategy.
- b) Lead on preparation and implementation of the Research Platform structure as outlined in the Quinquennial Review document (QQR);
- c) Identify Research Platform operational requirements and advocate and engage with Heads of Themes and Heads of Support Service departments to drive forward positive change in order to optimally support the delivery of the Themes' research strategies and the Unit's five-year plan and to continuously improve Platform services;
- d) Provide high quality management information and insights to inform high level decision making and monitoring of delivery against strategic aims of the Platforms for example through regular reporting to UMC;
- e) As a member of UMC contribute proactively to joint planning, consultation and strategic decisions for the Unit, in particular in relation to the Research Platforms
- f) Provide expert strategic advice to the Unit Director and Unit Chief Operating Officer on operational priorities, policy, and resources needed to achieve strategic objectives of the Research Platforms in line with the QQR.
- g) Ensure the Research Platforms are vibrant, highly-visible and accessible resources to both internal and external scientists
- h) Ensure a strong value for money case is maintained for the Research Platforms through maximising their utilisation and benefit to research
- i) That scientific discovery from new and existing data sets is maximised

Financial Planning and Management

- a) Development of the Research Platforms strategic plan, particularly around forecasting of recoveries income (direct and indirect cost recovery) and operational needs;
- b) With the Unit COO and Head of Finance, conduct annual budget planning exercises for Research Platforms, including detailed analysis of income and expenditure forecasting;
- c) Lead on the robust financial monitoring and control for each Research Platform, including compliance with MRC, LSHTM and funder regulations, and external regulatory requirements
- d) Be a point of escalation for often unprecedented, complex issues related to work conducted or planned within the Research Platforms, working with internal and external stakeholders to develop solutions and identify mitigating actions. Where lessons have been learned, ensure these are captured and process and policy updated accordingly;
- e) Lead on ensuring a financially sustainable delivery of Research Platform services, maximising cost recovery and generating income from externally funded grants, challenging funding applications where Research Platform costs and recovery targets have not been appropriately considered.

Operational and Resources Management

Administrative Resource

- a) Ensure Heads maintain appropriate Research Platform staffing structures;
- b) Optimise distribution and allocation of resources to ensure excellence in service provision and research outputs across all Research Platforms;
- c) Set Research Platform service delivery standards;

- d) Anticipate additional service requirements or shortfalls and identify solutions to maximise service quality and ensure that Research Platform user needs are met.

Space

- a) Work with the Head of Estates to ensure appropriate space for optimal operation of Research Platforms is available;
- b) Managing allocation of space to maximise usage, including developing innovative solutions in constrained environments, in consultation with the Head of Estates and Unit COO;
- c) Provide management information on space usage and allocation as required.

Human Resources

- a) Directly line manage full-time Heads of the GPC, CDLS & Biobank and Clinical Research Platforms, provide team leadership, and ensure staff development and motivation within the Research Platforms;
- b) Support the line management of the Heads of Immunology and Sequencing Platforms who fulfil their roles with a 20% time allocation and are otherwise scientists embedded in the Unit's Research Themes.
- c) Be a point of escalation for often unprecedented complex HR issues, working with affected staff to apply policy in a consistent and fair way in line with Unit and LSHTM policy. This may involve detailed investigation and analysis of sensitive issues, working closely with HR colleagues. Where lessons have been learned, ensure these are captured and process and policy updated accordingly;
- d) With the Heads of Research Platforms proactively determine the need for structural and staffing changes and where needed lead on such restructuring;
- e) Ensure all HR processes are followed in the Platforms (e.g. recruitment, probation, contract extension, contract changes, redundancy) and ensure appropriate training is available to Research Platform Heads and other line managers in the Research Platforms;
- f) Support investigatory and grievance panels as required.

Technological and Scientific Capabilities

- a) Through horizon scanning and benchmarking with competitors and collaborators ensure that capabilities of the Research Platforms remain advanced in terms of human, technological and infrastructural capacity;
- b) Ensure capacity building objectives of Research Platforms are being delivered, measured and reported, in particular for the Immunology, Sequencing and Clinical Research Platforms which are more academic in nature;
- c) With the relevant Head of Platform develop business cases annually for capital or other funding to support capital equipment replacement and upgrades as required;
- d) Oversee Research Platforms have mechanisms in place that ensure all equipment is well maintained and fit-for-purpose as required;
- e) Develop business continuity plans to ensure Research Platform services to Unit researchers and collaborators are not interrupted;
- f) With individual Heads of Platforms develop and maintain rolling 5-year capital maintenance and replacement plans.

Leadership and Development

- a) Foster a collaborative environment between the Platforms with Academics, Researchers and Professional and Research Support Services staff at the Unit;

- b) Work with Heads of Support Services to review and revise policies, processes, and systems, ensuring changes meet the needs of the Unit, and are implemented effectively and consistently;
- c) Act in a collegiate way through decision making processes in order to achieve the best outcome for the Unit and LSHTM as a whole, particularly when establishing precedents, working with the other Heads of Support Services and Unit Chief Operating Officer;
- d) Provide operational leadership for the Platforms, engaging with staff through regular meetings, including the Senior Scientist Meetings and Unit Seminars, ensuring there is an effective flow of information between Research Platforms, Themes and Support Services, understanding issues and advocating for Platform matters at Unit-level meetings;
- e) Inspiring Research Platform Heads to adopt dynamic leadership of their area;
- f) Encourage personal and professional development of staff in the Platforms through training, networking opportunities, membership of external associations and engagement with Faculty and LSHTM-wide initiatives;
- g) Lead on and promote equality and diversity;
- h) Proactively manage own development in order to remain up-to-date with developments in the sector.

Governance and Compliance

- a) Oversee management of risk in each Research Platform, including maintenance of an overarching Risk Register for the Research Platforms ensuring all risks are captured, monitored effectively mitigated;
- b) Ensure all Research Platform operations meet relevant regulatory requirements (including: GDPR; Data Protection; ICH-GCP, ISO15189, Prevent; information security, environmental control, *etc.*) as well as associated Unit and LSHTM policy and procedures;
- c) Participate actively in Unit and LSHTM-wide committees, project boards, and working groups as required;
- d) Ensure safety duties are carried out as outlined in the Unit Health & Safety and LSHTM Safety policies;
- e) Participate actively as member of the Unit's Business Continuity Team as and when this is convened.

Sustainability

The Unit recognises the challenges of climate change and the negative impact it has on humans, their environment and health. LSHTM and the Unit have ambitious plans to reduce the environmental impact of their work, including reaching carbon net zero by 2030. The post-holder, as a senior member of Unit, is expected to

- a) Lead, oversee and support the development of strategies to reduce adverse environmental impact of Research Platform operations;
- b) Participate in carbon emission reduction activities across the Unit and wider LSHTM;
- c) Support the delivery of objectives described in the Unit's Energy Carbon Management Plan;
- d) Act as an advocate for the responsible and efficient use of resources.

Any other duty commensurate with the grade of post.

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| <ul style="list-style-type: none">• Proactively lead on implementation of Unit EDI strategy delivery within the platforms and support overarching EDI initiatives at the Unit and LSHTM more broadly |
| <i>Additional Information</i>

The position is based full-time in Entebbe, Uganda with frequent travel to Unit locations in Uganda as occasional international travel expected. |

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"> 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 experience of senior leadership in a complex organisation, within the Higher Education sector or similar environment. 	E
	<ul style="list-style-type: none"> Proven successful experience of financial management, planning, monitoring and budgeting within a large and research-active organisation. 	E
	<ul style="list-style-type: none"> Substantial experience of strategy and operational planning 	E
	<ul style="list-style-type: none"> Proven ability to contribute to policy formation, and creating and implementing procedures to support operational efficiency 	E
	<ul style="list-style-type: none"> Proven experience of producing appropriate management information, interpreting the data to the benefit of decision making and presenting this to a range of audiences in an appropriate format 	E
	<ul style="list-style-type: none"> Significant staff management and leadership experience, including coaching, development, motivation and managing performance. 	E
	<ul style="list-style-type: none"> Proven experience of leading and implementing change successfully 	E
	<ul style="list-style-type: none"> Excellent organisation skills, with the ability to prioritise with competing demands and to successfully deliver personally and through 	E
		E

	<p>others to deadlines</p> <ul style="list-style-type: none"> • Proven ability to build effective working relationships with staff across all areas of LSHTM, including academic staff and central services staff • Excellent analytical and problem-solving capability, identifying creative solutions to problems and unprecedented situations. 	E
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of HR policies and associated statutory legislation. • Understanding of research grant applications and costing • Understanding of higher education funding 	<p>E</p> <p>D</p> <p>D</p>
General	<ul style="list-style-type: none"> • Highly articulate, with strong writing and communication skills, able to draft and present complex papers with clarity to a diverse audience • Strong conflict resolution skills and good judgement with the ability to manage multiple stakeholder groups, to negotiate, to influence and persuade and to tolerate ambiguity in a complex environment • Outstanding interpersonal skills, with proven ability to act with tact and discretion whilst dealing with difficult/sensitive situations • A high level of personal credibility, excellent relationship management skills with an ability to show initiative, take independent decisions and maintain confidence at all levels • Awareness and commitment to equality and diversity issues • Ability to effectively and openly engage on EDI issues 	<p>E</p> <p>E</p> <p>E</p> <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 salary will be on the Professional Services salary scale Grade 7 in the range £51,299 - £58,723 per annum. 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 Entebbe Uganda at the MRC/UVRI&LSHTM Research Unit.

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 [jobs website](#). 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

This post is based overseas and 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 send a notarised copy of their passport prior to their start date.

Applicants will be required to have the right to work in the country in which the post is based (or be eligible to apply for a suitable work visa).