

# JOB DESCRIPTION



<b>Job Title: UK-PHRST Project Manager</b>
<b>Department:</b> Infectious Disease Epidemiology Dynamics (IDED)
<b>Faculty:</b> Epidemiology and Population Health (EPH)
<b>Location:</b> Keppel Street, London
<b>Reports to:</b> LSHTM UK-PHRST Programme Manager
<b>Accountable to:</b> UK-PHRST Deputy Director for Research
<b>Responsible for:</b> Project Coordinator Grade 5 and/or Project Administrator Grade 4
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Hours (if less than full time):</b> 35
<b>Grade:</b> Grade 6
<b>Overall Purpose of the job:</b>  <p>The postholder will lead on the day-to-day project management activities for a substantial number of research projects as part of a complex and large international multi-disciplinary programme including; epidemiologists, microbiologists, infection prevention and control experts, social scientists, mental health experts, and implementation scientists.</p> <p>The post holder will spend a significant amount of time (up to 85%) managing two high profile Mpox research projects investigating clinical, epidemiological, OneHealth and social aspects of Mpox in the Nigerian context in collaboration with Nigeria Centre for Disease Prevention &amp; Control (NCDC); the National Veterinary Research Institute Nigeria (NVRI) and Niger Delta University Teaching Hospital.</p> <p>The <b>Clinical Study</b> aims to increase understanding of the clinical characteristics, natural history, determinants of disease progression and clinical sequelae of Mpox in Nigeria.</p> <p>The <b>One Health Study</b> aims to establish key epidemiological parameters and increase understanding of the dynamics of infection and transmission in the Nigerian context.</p> <p>Both studies are underpinned by a laboratory component to support implementation.</p> <p>The post holder will be expected to work closely with the Study Coordinator, Principle Investigators, Study Leads and project teams in both the UK and Nigeria to ensure project delivery.</p> <p>Other responsibilities will include monitoring &amp; reporting, financial management, external and internal communications, reporting and HR management.</p> <p>The post-holder must develop a good understanding of the funder terms and conditions for the project(s) providing sound advice and ensuring compliance to</p>

these and the school policies and procedures, including the Financial Regulations.

The post-holder must be able to work as part of a team but take independent initiative. The post-holder will be expected to undertake international travel as per the requirements of the project (estimated up to 6 trips a year).

## 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

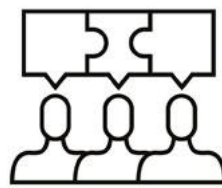
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## FACULTY/DEPARTMENT INFORMATION

### The Faculty of Epidemiology & Population Health

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 and Dynamics**

The Department of Infectious Disease Epidemiology & Dynamics (IDED) conducts research on the epidemiology and control of infectious diseases of public health importance. Work is carried out in low-, middle- and high-income countries, including the United Kingdom, in close collaboration with partners in each country. The Department has three groups:

- The infectious disease modelling group, which is linked to the [Centre for Mathematical Modelling of Infectious Diseases \(CMMID\)](#).
- The [UK Public Health Rapid Support Team](#), a specialist multidisciplinary team across LSHTM and the UK Health Security Agency (UKHSA) that offers low and middle income countries around the world support to prepare for and respond to disease outbreaks, through field collaboration, research and capacity-strengthening activities.
- The [Vaccine Confidence Project](#), which conducts global research, investigating the roots, trends over time and impacts of vaccine confidence at regional, national and sub-national levels.

The Department works closely with the Department of Infectious Disease Epidemiology & International Health.

The Department Head is Professor Mark Jit.

### **The UK Public Health Rapid Support Team (UK-PHRST)**

Launched in 2016, the UK-PHRST is an innovative government-academic partnership funded by the Department of Health and Social Care (DHSC) and co-led by the London School of Hygiene & Tropical Medicine (LSHTM) and the UK Health Security Agency (UKHSA), with a consortium of academic and implementing partners in the UK and internationally.

It is comprised of a multidisciplinary team of public health professionals and researchers with a novel integrated triple-remit of outbreak response, research and capacity strengthening to prevent and control epidemics of infectious diseases in countries eligible for UK Official Development Assistance (ODA). Both institutes contribute and are responsible for delivery of the UK-PHRST triple mandate across outbreak response, research and capacity strengthening, with LSHTM leading the research programme and UKHSA who lead the outbreak response.

The UK-PHRST has the following objectives:

1. Support partners in LMICs to prepare for, prevent, detect and respond rapidly to disease outbreaks
2. Identify research questions with partners and support partners to deliver rigorous research that improves the evidence base for best practice in disease outbreak prevention, detection and response in LMICs;
3. Support the development or extension of in-country capacity for an improved and rapid national response to prepare for, prevent, detect and respond to disease outbreaks.

The UK-PHRST is a multidisciplinary team that includes a range of technical skillsets from across public health, core programme/operational management, and senior leadership.

### **UK Health Security Agency**

At the United Kingdom Health Security Agency (UKHSA) our mission is to provide health security for the nation by protecting from infectious disease and external hazards. We are a trusted source of advice to government and to the public, focusing on reducing inequalities in the way different communities experience and are impacted by infectious disease, environmental hazards, and other threats to health.

Our mission is challenging, innovative and in the spotlight. We will work to ensure our people have the diverse skills, experiences and backgrounds we need to thrive, that our staff are representative of the communities we serve and feel valued and enabled to play their part in delivering our work. Creating our working culture is an ongoing process which we are developing by listening and learning together, hearing and acting upon diverse voices and opinions to develop a common sense of identity and effective ways of working.

## Main Duties and Responsibilities

### 1. Project Management

- 1.1. Providing effective research project management across multiple projects, ensuring all research projects have measurable operational plans that allow for active monitoring against milestones, taking pre-emptive steps to prevent problems.
- 1.2. Responsible for all non-scientific aspects of a portfolio of projects as part of the UK-PHRST; including organising travel, visas, reimbursement of expenses, arranging project meetings, workshops and conference calls, and shipments.
- 1.3. Assist the Programme Manager, Director and Deputy Director for Research in ensuring emergency and service continuity plans are in place for the UK-PHRST's research delivery.
- 1.4. Collaborate with other members of the Research Management Team and Core Management Team (including UKHSA Colleagues), while working independently and managing projects and outputs.
- 1.5. Deputise for the LSHTM Programme Manager in their absence and, where appropriate, undertake additional activities as required in service of effective UK-PHRST research and programme delivery. Confidently and independently mitigate any problems that arise.
- 1.6. Ensure that the logframe (performance measurement database tool) is maintained as a living document, in line with best practice by the Programme Management Team, trouble-shoot any problems or bottlenecks in data collection, including working collaboratively with cross-disciplinary stakeholders based in multi-time zones.
- 1.7. Report project management outputs against the logframe, contributing to annual internal evaluations and periodic external evaluation of progress looking at UK-PHRST research project outputs and purpose.
- 1.8. Provide significant input into the short- and longer-term planning of the UK-PHRST Programme, helping to develop the scope, plan and budget.
- 1.9. Develop and maintain a risk register for the projects to help identify and manage potential risks to the project in a timely manner.
- 1.10. Develop a strategy for the management of multiple research project activities', ensuring management structures are transparent.
- 1.11. Identify and advise on the response to and manage potential financial risks arising from the project within a timely manner.
- 1.12. Identify and investigate any system failures relating to the UK-PHRST's research activity and develop robust new approaches to prevent similar issues arising again.

## **2. Monitoring & Reporting**

- 2.1. Lead the Research Management team's ongoing monitoring activities, review of progress and summary of achievements, involving the collection of data and information across multiple global work streams and projects.
- 2.2. Work with the UK-PHRST Programme Manager, Deputy Director for Research and Assistant Professor in Monitoring Evaluation and Learning (MEL) to deliver the UK-PHRST's monitoring and evaluation activities.
- 2.3. Oversee and contribute to the drafting and production of documents throughout the year such as:
  - Quarterly Highlight Report (high-level overview of progress, finances, risks, and their mitigation)
  - Quarterly and Annual Financial Report
  - UK-PHRST Annual Review Report (performance against log-frame indicators)
  - Annual Research Projects Progress Report
  - Annual Implementation Plan
  - UK-PHRST Annual business plan
- 2.4. Oversee that the logframe is updated annually to reflect progress and revised targets for following years.
- 2.5. Ensure that team performance is measured against specific objectives as set out in the UK-PHRST annual business plan.

## **3. Financial Management**

- 3.1. Managing part of a multi-million (£) complex grant with multiple collaborators and high-profile funders reflecting the need for advanced skills in financial management.
- 3.2. Coordinate the development of ToRs and lead on the quarterly and annual reporting for collaborating institutions.
- 3.3. Manage the interface between sub-awardees, academic staff and LSHTM central services in the development and execution of contracts for research and consultancy
- 3.4. Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/invoicing requirements and audits.
- 3.5. Analyse research activity and spend on a regular basis and input into reports, forecasts, and scenarios as required to ensure transparency and project compliance, tracking the policy and practice impacts of projects in association with academic staff.
- 3.6. Develop and maintain a system to track progress of collaborator led research projects, to be able to report against objectives, activities, responsible parties and key milestones, ensuring that narrative and financial reports are submitted on time.

- 3.7. Make budget spend decisions around the research budget in collaboration with the Programme Manager and Deputy Director for Research.
- 3.8. Provide advice to the UK-PHRST Programme Manager and Directorate, including on matters related to management and resource allocation, to ensure effective implementation of the research programme.
- 3.9. Adhere to all LSHTM policies and processes.
- 3.10. Support strategic financial planning for renewal of external funding applications and ensure subsequent effective grant management.
- 3.11. Administer the cyclical financial compliance reporting requirements, grant management and reporting progress/KPI's to funders as well as ensuring governance and accountability to meet audit requirements.
- 3.12. Work with the Research Finance Team to complete detailed financial reports for submission to funders by collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.

#### **4. Initiative and Problem Solving**

- 4.1. Use initiative to solve standard problems by following set procedures/guidelines, for example, responding to queries from the Principal Investigator, team members, collaborators and Professional Services.
- 4.2. Determine when appropriate to escalate issues to the Programme Manager, the Principal Investigator or someone with specialist knowledge.
- 4.3. 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.

#### **5. Internal Communications**

- 5.1 Liaison with the range of LSHTM departments relating to the effective operation of the collaboration, in particular, the Funding Team, Research Finance Team, Services Team, Finance Department, Human Resources Department, Procurement Department, Communications and Engagement Department, and Research Governance and Integrity Office.
- 5.2 Present regular updates to the UK-PHRST Senior Management Team on the activities and the wider research activity of UK-PHRST at formal and informal meetings (all staff meetings, core management calls, LSHTM team meetings etc.)
- 5.3 Attend and present at UK-PHRST Full Team Meetings
- 5.4 Attend and facilitate Research Coordination Meetings as required

#### **6. External Communications**

- 6.1. Ensure that the project team functions cohesively through effective communications with academics and administrative staff at collaborating institutions.
- 6.2. Attend meetings between the partners, funders and liaison staff.

- 6.3. Oversee the drafting of research briefs, production of research presentations and other external research outputs to help influence wider audiences.
- 6.4. Liaison with the project's website and report designer, the member of academic staff responsible for the website and the project's communications officer to ensure maintenance of an up to date, high quality project/collaboration website.
- 6.5. Work with the UK-PHRST's Communications Team on all research related external outputs (including, publications, events and presentations, data visualisations, reports, opinion pieces and blogs)
- 6.6. Proactively look for opportunities to publicise the research activities of the UK-PHRST.
- 6.7. Advise on requests from the school press office and other sources regarding press and other enquires.

## **7. Liaison and Networking**

- 7.1. Liaise with external stakeholders as appropriate, in particular those critical to the success of operational research delivery, such as UKHSA, DHSC, NIHR and academic partners.
- 7.2. Support the establishment and maintenance of good working relationships with overseas research partner institutions to ensure constant exchange of information and to provide recommendations to improve research projects.
- 7.3. Develop relationships with internal stakeholders, relevant LSHTM departments and central services.

## **8 Human Resources**

- 8.1 Line manage the Project Coordinator (Grade 5) and/or Project Administrator (Grade 4), providing effective leadership, training, development, mentorship and delegation of work.
- 8.2 Conduct annual Professional Development Review(s), liaising with academic staff and others on individual performance.
- 8.3 Assist in the induction and training of new staff or temporary administrative staff within the team.
- 8.4 Supervise and manage other team members in the Programme Manager's absence.
- 8.5 Assist in the recruitment process of new staff members, including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
- 8.6 Prepare Payroll Funding Variation Forms (PVFs) independently across multiple academic staff and projects to extend staff contracts and change funding or full time equivalent (FTE).
- 8.7 Support staff based overseas to operate effectively and in compliance with the LSHTM's human resources and financial policies and procedures.
- 8.8 Pro-actively monitor staffing on projects, through staff forecasting and advise the Principal Investigator and Programme Manager when funding shortfalls arise and work together to achieve a solution.



## ***Additional Information***

### **9. Other**

- 9.1 Provide cover during absence of other Professional Support Staff within the UK-PHRST, including dealing with queries, attending meetings and making urgent decisions if required.
- 9.2 Work as part of a team and show awareness and consideration of other administrative roles in the UK-PHRST, covering periods of absence of others in the team.
- 9.3 Undertake occasional visits to overseas sites to attend meetings and workshops.
- 9.4 Adhere to Faculty and School policy and procedures at all times.
- 9.5 Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- 9.6 Contribute to general activities of the Department and School that help to promote the objectives of the school.
- 9.7 Attend Department and Faculty meetings.
- 9.8 Respond to requests from the Department and Faculty Operating Officers on administrative matters.
- 9.9 Undertake other duties related to the post as requested by the PI.

### 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.

<b>Competency</b>	<b>Evidence</b>	<b>E / D</b>
<b>Education, Qualifications and Training</b>	1. Higher education to degree level or equivalent or extensive relevant experience.	E
	2. Evidence of continuous professional development including internal or external training and development programmes.	E
<b>Experience</b>	3. Significant proven experience of project management in an academic institution, NGO or similar environment.	E
	4. Significant experience of managing large complex multi-million-pound projects with multiple partners and multiple workstreams.	E
	5. Significant financial management experience including preparing, monitoring and negotiating budgets, monitoring expenditure and variance, and producing projections and reports in a clear and logical format.	E
	6. Experience in a rapid response/support team environment across such as, outbreak response, research and capacity development	D
	7. Proven ability to lead, manage and motivate a team.	D
<b>Knowledge</b>	8. Excellent interpersonal skills including the ability to establish and maintain effective working relationships with colleagues, counterparts and staff in collaborating institutions, individuals from different backgrounds and cultures, together with the ability to	E

	<p>communicate effectively and negotiate at all levels.</p> <p>9. Excellent organisational skills including a proven ability to prioritise effectively.</p> <p>10. Excellent written and oral communications skills, significant experience of donor reporting and the ability to provide guidance on organisational policies and processes.</p> <p>11. Proven ability to use initiative and judgement to solve problems.</p> <p>12. Proven ability to work with a high level of accuracy and attention to detail.</p> <p>13. Advanced working knowledge of the MS Office Suite, Management Information Systems and software relevant to grant management.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>General</b>	<p>14. Political sensitivity and cultural awareness, with understanding of the particular challenges of research within LMIC settings.</p> <p>15. Willingness to travel for work purposes.</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: 27 October 2023

## Salary and Conditions of Appointment

The post is funded until 31 March 2025 and full-time 35 hours per week, 1.0 FTE. The post is funded by the UK Government Overseas Development Aid and is available from 15 January 2024. The salary will be on the Professional Services salary scale, Grade 6 scale in the range £43,947 - £49,908 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.

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](mailto: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.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).