

Project Manager – SUCCEED Africa

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Job Title: Project Manager (Maternity Cover), SUCCEED Africa
Department: Department of Population Health
Faculty/Professional Service: Epidemiology & Population Health
Location: Keppel Street, London
Reports to: Department Manager
Responsible for: 1 x PSP5 Project Coordinator
Full-time/ Part-time: Part-time
Hours: 0.6 FTE
Grade: Grade 6
Overall Purpose of the job: The Support, Comprehensive Care and Empowerment for People with Psychosocial Disabilities in Africa (SUCCEED Africa) programme is a 6 year research programme, funded by FCDO under the Research Programme Consortium scheme. It is a consortium between LSHTM and universities in Malawi, Nigeria, Sierra Leone and Zimbabwe. Now in its fourth year, the programme is entering a crucial phase of preparing to implement final-stage evaluation research (two RCTs and two large scale process-evaluations). An experienced Project Manager is required to join a diverse team, based at LSHTM but working closely with teams across 4 other countries, to manage financial and implementation aspects of the programme efficiently, as well as reporting and engaging with the funder. This is a maternity cover position for one 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

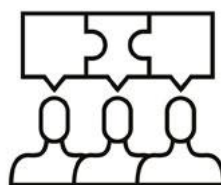
Our values establish how we aspire to achieve our mission both now and, in the future, - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

The Department of Population Health aims to bring important benefits to global population health and health equity by generating, evaluating and disseminating effective interventions, treatments and policies. It is a centre of excellence in the determinants and consequences of population change.

Our research involves epidemiology, drug trials, complex intervention development and trials, demography, research on the mechanisms of disease, treatments and interventions, qualitative research and systematic reviews of evidence, and evidence to improve the health and wellbeing of people with disabilities globally. We work on some of the largest public health issues in the world including: climate change and planetary health, Covid-19, demography, emergency care, global mental health, maternal, newborn and child health (MNCH), nutrition, non-communicable disease and sexual and reproductive health (SRH). The Department of Population Health has strong links with the Malawi Epidemiology and Intervention Research Unit (MEIRU), the MRC unit the Gambia, international agencies and a large network of overseas research collaborators. The Head of Department is Professor Suneetha Kadiyala.

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THE CENTRE FOR GLOBAL MENTAL HEALTH

The Centre for Global Mental Health (CGMH) is a collaboration between LSHTM and the Institute of Psychiatry, Psychology and Neuroscience at King's College London, founded over a decade ago. In that time, CGMH has been at the forefront of research and thought leadership in the field of global mental health, guiding policy and practice in many countries, and in the development and research sectors. The Centre's research includes work with an extensive network of partners across over 20 countries in Africa, Asia and Latin America, as well as work within Europe and the UK. It also houses the Mental Health Innovation Network, the leading information and knowledge exchange hub for Global Mental Health with over 6,000 active members. MHIN is a collaboration with WHO, and also closely works with MHPSS.net, which coordinates much of the networking for MHPSS globally, and is the platform holding much of the key information for IASC and other humanitarian response bodies, as well as research projects like SUCCEED.

THE SUCCEED PROGRAMME

People with mental health conditions and psychosocial disabilities have a range of concerns that are not always addressed by health services alone. The SUCCEED programme of "Support, Comprehensive Care and Empowerment for people with psychosocial Disability in Africa" (SUCCEED Africa) is an international research consortium taking a bottom-up approach to investigate "What Works" for people with psychosis in their communities in Africa. SUCCEED Africa was established to co-produce a six-year programme of research to understand needs, collaborate in designing solutions, and evaluate their impact.

The consortium is made up of partner universities in Malawi, Nigeria, Sierra Leone, Zimbabwe along with LSHTM, and is focused on developing and evaluating an intervention for community-based mental health care and support in Africa, with a strong emphasis on participation of people affected by mental health problems through co-production of research. This is also reflected in the management and governance of the programme, with people with lived experience playing a key role in decision-making and oversight as well as research.

Capacity building is an important component of the Programme, and SUCCEED Africa will develop local centres of excellence in co-production in the programme countries, as well as an online MOOC at LSHTM.

In support of the programme impact, SUCCEED has strong links with the Mental Health Innovation Network at LSHTM, with SUCCEED members playing a key role in leadership of the Network, particularly in MHIN Africa.

Now in its fourth year of six, SUCCEED is funded (to a total of £7 million) by UK aid from the UK government, under the Research Programmes Consortium scheme at FCDO Health Research.



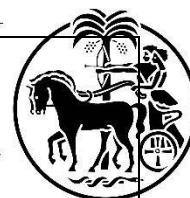
Main Duties and Responsibilities

Grants and contracts

1. Develop a good understanding of the funders' terms and conditions (FCDO RPCs) and work to deliver the project within this remit.
2. Manage a multi-million pound budget with LSHTM and four African universities (supported by a Project Coordinator).
3. Work with the contracts department at LSHTM with the establishment of sub-contracts between the School and partner organisations, as well as the prime contractor with the funder.
4. Oversee individual budgets and other related documentation in collaboration with the admin/finance teams in Malawi, Nigeria, Sierra Leone and Zimbabwe. Ensure that sub-contractors have a good understanding of the funder terms and conditions.
5. 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.
6. Undertake capacity building activities to support the sub-contracted organisations to deliver their work in compliance with funder regulations.
7. Undertake trips to the project sites in-country to support the day-to-day project management, and administrative aspects of the project.
8. Monitor income and expenditure and maintain an accurate financial record system for effective management of the budget.
9. With support from Research Finance report on grant expenditure to funder
10. Be responsible for advising on the direction of spending income and allocation of grant-related resources including budget forecasting to CEO, PI and funder.

Communications and project management

1. Establish methods of communication between the School and the sub-contractor sites.
2. Act as a point of contact, with the Project Coordinator, for the project both internally and externally for all financial and administrative issues
3. Maintain good working relationships with funders and collaborators and communicate confidently and succinctly with colleagues and stakeholders, both internally and externally.
4. Draft written materials such as quarterly reports and documentation relating to the financial or administrative aspects of the project.



5. Assist with the coordination of the projects across the sites both remotely and in country, in particular with logistical issues related to the project implementation.
6. Assist the LSHTM management project team with the future planning and strategic trajectory of the project,
7. Develop and maintain a risk register for the projects to help identify and manage potential risks to the project in a timely manner.
8. Identify and advise on the response to and manage potential financial risks arising from the project within in a timely manner.

Administration

1. Provide administrative support including organising meetings, travel, visas, insurance and the reimbursement of expenses for staff.
2. Arrange and service meetings (e.g. drafting agendas and minutes) for Consortium Advisory Group, Global Monthly meetings, etc
3. Develop and maintain information management systems for appropriate administration of the project in London and in-country.
4. Maintain oversight of the vehicle management in-country and transportation for research, alongside ensuring other assets are accounted for on an asset register.

Personnel

1. Line manage the Project Coordinator (Grade 5), providing effective leadership, training, development, mentorship and delegation of work.
2. Assist in the induction and training of new staff or temporary administrative staff within the team.
3. Assist with the recruitment process for new members of staff including drafting job descriptions, contracts and job evaluations, and arranging interviews.
4. Assist in the recruitment of SUCCEED staff at LSHTM.

Internal Contribution

1. To undertake activities that support the aims of the Department, Faculty or the School;
2. To participate in the School's Performance and Development Review (PDR) process, including through line management of junior staff;
3. Actively engage with internal and external colleagues including the Centre for Global Mental Health, other RPC grant holders, and other relevant networks.



Professional Development and Training

1. To undertake and successfully complete the mandatory training required by the School appropriate to the role.
2. Maintain own professional development including reflecting on own practice, and training as appropriate.

All staff at LSHTM are also expected to:

1. Act at all times in the School's best interests;
2. Treat School staff, students and visitors with courtesy and respect at all times.
3. Comply fully with School policies, procedures and administrative processes relevant to the role, including when acting as Principal Investigator, accepting academic, managerial, financing and ethical responsibility for a project.
4. Uphold and support the School's values (as set out in the School Strategy document).
5. Act as ambassadors for the School when hosting visitors or attending external events.
6. The above list of duties is not exclusive or exhaustive and the role holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the role.
7. Role descriptions should be regularly reviewed to ensure they are an accurate representation of the role.

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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).

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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
Experience	<ul style="list-style-type: none"> Proven experience of managing multi-million-pound projects with multiple overseas partners. Proven experience of budget management, including creating budgets, monitoring accounts, and producing financial projections and reports. Experience of committee work, including co-ordinating the production of papers, constructing agendas, and writing minutes. Experience of research governance and regulatory concepts. Experience of managing DFID/ FCDO grants/contracts Experience of line management and supervision of staff, with proven ability to motivate and support team members to excel in their roles. 	E E E D D D
Knowledge	<ul style="list-style-type: none"> Excellent written and oral communication skills; ability to present financial and other information in a clear and logical format. Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural and multidisciplinary environment together with the ability to communicate and negotiate at all levels. 	E E

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	<ul style="list-style-type: none"> • Excellent organisational skills: proven ability to coordinate and prioritise a heavy workload, meet multiple deadlines and manage expectations. • Excellent IT skills including use of the MS office suite (in particular, Microsoft Excel) and financial management tools such as Agresso and pFact, or similar. 	<p>E</p> <p>E</p>
General	<ul style="list-style-type: none"> • Willingness to travel overseas. This is unlikely to be more than once in the year, for a maximum period of one week. • Interest in health and mental health in low-income settings. 	<p>E</p> <p>D</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 2022



Salary and Conditions of Appointment

The post is fixed term until 31 March 2025 and part-time 21 hours per week, 0.60 FTE. The post is funded by the Foreign, Commonwealth and Development Office (FCDO) and is available from 20 March 2024. The salary will be on the Professional Services salary scale, Grade 6 scale in the range £43,947-£47,716 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.

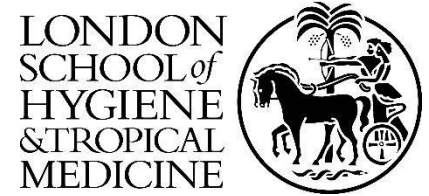
The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this 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.

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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](#).