

**LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE**  
**LONDON INTERNATIONAL DEVELOPMENT CENTRE**  
**RESEARCH PROGRAMME MANAGER**  
**GENERAL INFORMATION**



**The London School of Hygiene & Tropical Medicine**

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate 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.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services. Research income has grown to more than £110 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. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is a member of the M8 Alliance of Academic Health Centres, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

**THE LONDON INTERNATIONAL DEVELOPMENT CENTRE (LIDC)**

The London International Development Centre (LIDC) facilitates interdisciplinary research and activities to tackle complex problems in international development and create a network of interdisciplinary researchers.

We bring together academics and students from across the following University of London colleges: SOAS, London School of Hygiene and Tropical Medicine, Royal Veterinary College, UCL Institute of Education, Birkbeck Geography Department, Queen Mary University of London and City, University of London. See <https://lidc.ac.uk> for more information about the Centre's aims and activities.

## **JOB DESCRIPTION**

**Job Title:** Research Programme Manager

**Department:** London International Development Centre

**Location:** 36 Gordon Square, London, WC1Y 0PD

**Reports to:** Director of LIDC

**Hours:** Full-time

**Grade:** 7

### **General**

- 1) To help LIDC members to engage across their sectors and disciplines to examine key development challenges and identify research aimed at their solution, and in so doing to support an inter-sectoral and inter-disciplinary research culture.
- 2) To facilitate and coordinate development of successful inter-College research grant proposals from LIDC members and their international partners for external funding from development sponsors, including writing and editing of substantial elements.

### **Support and Networking**

- 3) To support and actively engage LIDC staff and members in all aspects of research project identification, design and development, providing advice and training as appropriate.
- 4) To establish excellent working relationships with contracts offices and other administrative bodies in LIDC's constituent Colleges which facilitate grant proposal development and project execution.
- 5) To develop and manage a productive relationship with external project partners in the UK and lower and middle income countries, with international organizations, and with a wide range of sponsors for LIDC's work in order to improve LIDC's access to resources for its development.

### **Administration and Finance**

- 6) To build and maintain records on LIDC member projects, competencies and experience to facilitate research project development and consultancy.
- 7) To collect, interpret and distribute information on funding opportunities and procedures for seeking funding.
- 8) To develop project funding strategies for LIDC projects, in cooperation with College contracts offices and to design and prepare project budgets with LIDC members based on these.

- 9) To maintain records of grant proposal submissions, funding success and LIDC-attributable income generation.

#### 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.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

### **Essential Requirements**

- (a) A PhD in a subject relevant to international development.
- (b) Senior administrative experience of working in a multi-partner context with the development of projects and grant proposals, and of working effectively with researchers (natural or social scientists) on project development.
- (c) Knowledge of major funders of research and training activities relevant to international development.
- (d) Excellent inter-personal skills, including proven ability to establish and maintain positive and effective working relationships, to gain trust and to work effectively in a team.
- (e) Excellent skills in grant proposal writing and project budgeting, with a track record of successful proposal submission and/or experience in handling peer review for grant proposals.
- (f) A proven capacity to be proactive, to work independently, and to build and work effectively in teams.
- (g) Experience of organising meetings and workshops and writing reports.

### **Desirable requirements**

- (a) Experience in international development projects and contracts or projects of a similar nature involving research and training provision and multiple partners.
- (b) Experience working with institutions and researchers in developing countries.
- (c) A proven ability to use the latest software for project development and budgeting.

## **SALARY & CONDITIONS OF APPOINTMENT**

The post is full time and fixed-term until 30 September 2020 in the first instance, with the possibility of an extension. The salary will be on the Professional salary Grade 7 scale in the range £44,978 to £51,490 per annum (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 "Director's Days". Membership of the Pension Scheme is available. The post is based in London at 36 Gordon Square.

## **APPLICATIONS**

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](mailto:jobs@lshtm.ac.uk). Please quote reference **LIDC-LIDC-2018-10**.

### **Asylum and Immigration Statement**

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 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.

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](http://www.ukba.homeoffice.gov.uk/employers/points)