

JOB DESCRIPTION



Job Title: Centres Coordinator
Department: Communications & Engagement
Faculty/Professional Service: Central Services
Location: Keppel Street, London
Reports to: Strategic Engagement & Operations Manager
Full Time/Part Time/Casual: Full-time
Grade: Grade 4
Overall Purpose of the job: The Centres Coordinator is part of the Centre Support service within Communications & Engagement. The postholder provides a proactive service to a portfolio of LSHTM's Centres on administrative and logistical matters, working closely with their Centre Directors to support delivery of the Centres' strategic plans. They act as the first point of contact for administrative queries related to their Centres for internal and external stakeholders, and act as a liaison between Centres and other support services and posts within LSHTM. The Centre Support team also work together to coordinate activities and standardise policies and processes across Centres, supporting the Deputy Director and Provost as required to ensure Centres operate in line with LSHTM's overall strategic aims.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

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.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

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

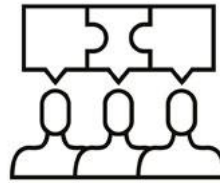
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

The 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 £140 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) have been studied by more than 300,000 participants globally.

The School performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health. We ranked 21st for medicine in the 2018 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates).

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM Centres

LSHTM has a number of [Centres](#) which are cross-institution networks of academics collaborating and innovating to address global health challenges. They exist to facilitate multi-disciplinary interactions that draw on expertise from across the School and support LSHTM's mission and strategy through collaborative approaches, innovative thinking and by providing an intellectual environment that encourages innovation in methodology, tools, technology, policy and practice. School Centres draw upon the commitment of their members to contribute and raise the profile of the School's activity in a specific area, whether research, education and knowledge transfer and policy engagement.

Main Duties and Responsibilities

Centre portfolio

- To work with Centre Directors to deliver their annual plan of activities and ensure coordination between the Centres
- To liaise:
 - with colleagues in Communications & Engagement to identify and take advantage of opportunities that strengthen their membership, raise their profile, encourage collaboration
 - with Faculty and Unit staff based in Centres, Communications Officers and students who are responsible for delivering more substantial communications and engagement activities to ensure joined up activities and sharing of information to support provision of a holistic service to Centres.
- To signpost Centres to other support services, processes and policies within LSHTM as required to achieve their aims (e.g. Development Office, Strategic Research Office).
- To attend Centre management and steering group meetings to improve communication and coordination between Centres, update on LSHTM-wide initiatives and policy/process updates that will impact Centres, to maintain action trackers, and to take minutes as required (steering group meetings only)
- To work with the events staff within Communications & Engagement to deliver strategic events including Centre retreats, flagship annual Centre lectures and any other strategic event that supports innovation or a partnership with a priority external partner
- To provide basic event support for lectures, conferences and symposia during working hours (9-5, Mon-Fri) – this includes arranging the logistics and then on the day ensuring rooms are prepared, presentations are working correctly and catering is delivered, or setting up virtual platforms
- To provide on the day support to strategic engagement activities (major Centre events managed by the events staff in Communications & Engagement including retreats, annual lectures and LSHTM Week) – this may include out-of-hours work, in which case time off in lieu will be granted
- To provide a proactive administrative service to Centre Directors to support delivery of the Centres' activities.
- To manage Centres' email inboxes, responding to internal and external enquiries on behalf of the Centre, liaising with other Centre staff to ensure actions are coordinated and completed in a timely way as well as taking ownership of actions within the remit of their role.
- To ensure membership data and other lists are maintained and regularly reviewed to ensure compliance with GDPR
- To plan, book and allocate resources for Centres' activities such as travel for speakers, accommodation, entertainment etc
- To manage, monitor and track Centre budgets through monthly financial reports, advising Centre Directors on use of funds, ensuring all procedures are in line with LSHTM's financial regulations and any specific conditions attached to the funding.

- To prepare financial documentation required as part of LSHTM's financial year end processes.

Centre Support Shared Coordination

- To work with the Deputy Director & Provost to administer the annual and triennial Centre reviews and annual budget allocation for Centres, and other activities as required.
- To coordinate the termly Centre Directors' Forum and provide a report at each meeting on Centre Support activities such as the set-up of new Centres
- To support the presence of Centres at key staff and student events such as LSHTM Week and Student Welcome

Additional Information

- Undertaking other general administrative work requested by the Strategic Engagement & Operations Manager;
- Contributing to general activities that contribute to the School's strategic objectives;
- Demonstrating LSHTM's values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirements.

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 relevant experience. 	E
	<ul style="list-style-type: none"> Evidence of professional development including regular training to demonstrate a high level of competency. 	E
Experience	<ul style="list-style-type: none"> Experience of delivering excellent support to stakeholders and promoting excellence in areas of administration. 	E
	<ul style="list-style-type: none"> Proven experience of working with budgets or financial information. 	E
	<ul style="list-style-type: none"> Proven experience of working in a team, demonstrable ability to operate in a flexible working environment, to take initiative and manage workload 	E
	<ul style="list-style-type: none"> Introducing and communicating policies, procedures, processes and systems effectively 	E
	<ul style="list-style-type: none"> Committee work, including co-ordinating the production of papers, devising agendas and writing minutes 	E
	<ul style="list-style-type: none"> Experience of working in an academic or similar environment 	D
Knowledge	<ul style="list-style-type: none"> A high degree of computer literacy and proficiency in the use of computer software; such as Word, Excel, Powerpoint. 	E
	<ul style="list-style-type: none"> Experience of using Agresso (for budget management). 	D
	<ul style="list-style-type: none"> Understanding and knowledge of public and global health issues. 	D
General	<ul style="list-style-type: none"> Excellent organisational and prioritisation skills, with the ability to juggle competing priorities while maintaining high service standards. 	E
	<ul style="list-style-type: none"> Able to exercise discretion in handling confidential matters. 	E
	<ul style="list-style-type: none"> Collaborative and flexible professional approach and ability to work well and effectively with all colleagues and students. 	E

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: APR 2024

Salary and Conditions of Appointment

The post is fixed term until July 2025 and full-time 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 4 scale in the range £33,111- £37,298 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.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.