

# PROJECT MANAGER



<b>Job Title:</b> Project Manager
<b>Department:</b> Department of Global Health and Development
<b>Faculty/Professional Service:</b> Faculty of Public Health and Policy
<b>Location:</b> 15-17 Tavistock Place, London
<b>Reports to:</b> Rebecca Williams, Department Manager
<b>Responsible for:</b> Project Administrator
<b>Full Time/Part Time/Casual:</b> Part-time
<b>Hours:</b> 0.5 FTE
<b>Grade:</b> Grade 6
<p><b>Overall Purpose of the job:</b> The post-holder will have overall administrative management and financial responsibility for the Fleming Fund Fellowships programme at LSHTM, funded by the Department for Health and Social Care, UK Government, administered through Mott MacDonald.</p> <p>The Fleming Fund Fellowships scheme aims to support the professional development of practitioners and influences to boost the antimicrobial resistance (AMR) workforce capacity. The Fellowships Scheme encourages peer-to-peer learning, strong One Health communities of practice and communication within the highest levels of government to influence AMR policies. Fellows are primarily chosen from within public government institutions to directly build national capacity to respond to AMR. The LSHTM is a Host Institution for fellows, currently from Ghana and Zimbabwe. This includes providing mentors, individualised workplans for training and skills development and supporting collaborative projects between fellows. The LSHTM will be hosting between 20-30 fellows in Phase II of the Scheme.</p> <p>The successful applicant will be a proactive, strategic and personable individual who will lead, manage and be responsible for all aspects of the administrative coordination and financial management of the Fleming Fund Fellowships based at LSHTM. As the first point of contact for the Fleming Fellowships, the post holder will provide guidance on their management and administration, from funding costings for application, project set up, management, reporting, evaluation and closure (the complete life cycle), working closely with the Principal Investigators (PIs), the management agent and liaising with partner institutions in the UK and fellow countries.</p> <p><b>Key responsibilities include:</b></p> <ul style="list-style-type: none"><li>• Managing the grant and contracts</li><li>• Project planning and implementation</li><li>• Public and policy liaison</li><li>• Leadership of communications and media</li><li>• Managing project coordination and teamwork</li><li>• Planning and implementing capacity building activities</li></ul>

Applicants must possess substantial experience of providing proactive administrative support of academic research, including proven ability to monitor large budgets and prepare accurate costings, projections and reports; ability to use initiative and judgement to solve problems; to manage a busy workload; and work to a high level of accuracy and attention to detail. They must demonstrate excellent communication skills. Applicants must have higher education to degree level or equivalent or substantial relevant experience, certified training in project management and proven experience of managing large complex grants with multiple partners and multiple countries. Further particulars are included in the job description.

The post holder will report to the Department Manager, while remaining accountable to the Principal Investigators.

## 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

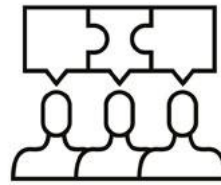
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## **FACULTY OF PUBLIC HEALTH AND POLICY**

The Faculty of Public Health and Policy (PHP) aims to improve health in the UK and worldwide. We do this through research, teaching and consultancy in the areas of health policy, health systems and services, and public health. We run a range of popular and respected MSc courses, research degrees, short courses and CPD.

The faculty has around 250 academic staff, 50 Professional Services staff, and 250 doctoral students. We are the largest multi-disciplinary public health group in Europe, and one of the largest groups world-wide of social scientists working on health. We use multidisciplinary and multi-method approaches to generate new knowledge to improve health in specific contexts and inform transferability of approaches across contexts. We engage with people, policymakers and service providers to ensure our research is inclusive, relevant, and informs policy and practice.

Our research, teaching and consultancy are inter-disciplinary, encompassing anthropology, economics, epidemiology, geography, history, international relations, mathematics political science, psychology, public health medicine, sociology and statistics.

The faculty is fully committed to the Athena SWAN Charter and holds a silver award.

PHP is made up of three departments:

- Department of Global Health and Development which focuses on health policy and systems research, economic evaluation, gender violence and violence in childhood, and medical humanitarianism, all primarily in low and middle income settings.
- Department of Health Services, Research and Policy which focuses on improving the quality, organisation and management of health services and systems.
- Department of Public Health, Environments and Society which focuses on the social and environmental influences on health and how these are addressed.

## **Main Duties and Responsibilities**

### **Project Management**

- Contributing to the management and strategic development of the collaboration and assisting the Principal Investigators to ensure that project objectives are met on time, within budget, and in scope.
- Providing significant input into the short- and longer-term planning of the project through helping to develop the scope, plan and budget for project, as a member of the project's management team.
- Supporting mentors and fellows in the preparation of research ethics, and research and information governance approval applications, including helping answer queries from ethics and governance bodies, keeping track of progress of applications and amendments, and ensuring that projects are carried out in accordance with the requirements of external and internal (LSHTM) research ethics and governance bodies, including safe storage and handling of personal and other sensitive data.
- Managing relationships with partners and stakeholders.
- Developing and maintaining a system to track progress of the collaboration and its projects, and to be able to report against objectives, activities, responsible parties, dates, and key milestones, ensuring that narrative and financial reports are submitted on time.
- Identifying, advising on the response to, and then managing potential risks arising from project within in a timely manner.
- Monitoring staffing within the collaboration and advising the PIs on funding or staffing spare capacity or shortfalls to ensure delivery of the work programme.
- Liaising with LSHTM Research Operations Office and/or Procurement Department to organise variations to the Unit's contract, sub-contracts with collaborators and consultancy agreements, as required.
- Establishing and maintaining good working relationships with collaborating organisations, key stakeholders and the funder.
- Coordinating and overseeing provision of reports and meeting notes/action points for collaboration and individual project meetings, including on budget and finances, and addressing arising questions regarding financial, governance or administrative matters.
- Coordinating the organisation of project advisory group meetings and project dissemination events.
- Assisting the PIs to explore opportunities for public engagement and scientific communication of the project and key findings through social media and other outlets, including preparing and submitting additional proposals for funding and public engagement activities.
- Develop and maintain a risk register for the project to help identify and manage potential risks to the project in a timely manner.
- Develop a strategy for the management of the project's activities, ensuring management structures are transparent.

### **Financial Management**

- Being responsible for the strategic management and control of budgets within the collaboration, liaising with LSHTM Research Operations Office and Finance Office, and ensuring all procedures are in line with LSHTM regulations.
- Plan and implement formal and informal capacity strengthening for administrative and finance management staff in the partner organisations, in order to contribute to robust finance management and reporting to the funder.
- Liaising with collaborators and LSHTM Research Operations and Finance teams over arising administrative, expenditure and financial reporting to ensure smooth processes, including keeping up-to-date on the funder's requirements related to expenditure and reporting.
- Supporting the Research Operations Office to produce regular financial reports to the funder, and answering queries from the Research Operations Office, Finance, and the collaboration's management team on all budget matters.
- Being the primary source of advice to the PIs on all matters relating to management and allocation of financial resources.
- Being responsible for drafting and updating the overall collaboration budget and those of individual projects, including reprofiling these budgets in light of project and funding changes, as needed.
- Developing and maintaining systems to monitor and forecast the project budget, and ensuring that key financial information can be provided quickly and efficiently, e.g. for budgeting, financial reporting, responding to funder and collaborator queries.
- Supporting the preparation of detailed research proposals relating to individual projects, including proposals required to secure additional project funding, in particular, budgets, project management arrangements, Gantt charts, etc.
- Adhering to all other LSHTM policies and processes.
- Managing large complex grants with multiple collaborators and high-profile funders reflecting the need for advanced skills in financial management.
- Coordinating the development of ToRs, preparing sub-contracts for collaborators and consultants, Managing Year and phase ends for each collaborating institution.

### **Monitoring & Reporting**

- Developing, implementing and maintaining an appropriate mechanism for tracking progress of individual collaboration projects and reporting against key milestones, targets, and deliverables.
- Developing, implementing and maintaining an appropriate mechanism for tracking the policy and practice impacts of fellowships in association with academic staff.
- Contributing to annual and any ad hoc progress reports to the funder, including impact case studies.
- Supporting the PI and other senior staff in preparation for regular meetings of the project Oversight Group, organized by the funder.
- Confidently and independently mitigate any problems that arise

### **Internal Communications**

- Liaising with the range of LSHTM departments relating to the effective operation of the collaboration, in particular, the Research Operations Office, Finance Department, Human Resources Department, Procurement

Department, Communications and Engagement Department, and Research Governance and Integrity Office.

### **External Communications**

- Providing a readily available point of contact for enquiries from the funder and collaborators, and members of the public related to the work of the fellowships.
- Attending the regular catch up meetings between the partners, funder and liaison staff.
- Liaison with the LSHTM communications team, the member of academic staff responsible for the website and project administrator to ensure maintenance of an up to date, high quality project/collaboration website.
- Working with project teams to develop external communications materials for a wide range of stakeholders in the UK and partner countries.
- Ensuring the project team functions cohesively through effective communications with academics, and administrative staff within the collaborating institutions.

### **Initiative and Problem Solving**

- Using 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.
- Determine when appropriate to escalate issues to the Department Manager, the Principal Investigators or someone with specialist knowledge.
- Using 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.

### **Other responsibilities**

- Assisting with recruitment of research project staff by helping to draft job descriptions and person specifications in line with the School's recruitment procedures
- Supporting the member of academic staff responsible for the project's framework agreement with external providers of research services with the administration of the framework including liaising with Procurement over any issues arising
- Operating as a full member of the project's management team.
- Attending and/or contributing to working and steering groups, community and stakeholder groups, consultations and other meetings at Department, School and Faculty level as required. As well as other external facing meetings.
- Line managing and/or mentoring administrative staff in the Department as delegated by the Department Manager.
- Providing cover during absence of other Professional Support Staff, including dealing with queries, attending meetings and making urgent decisions if required.
- Contributing to general activities of the Department and School that help to promote the objectives of LSHTM.
- Playing a wider role within GHD in initiate new projects/research income.
- Data management is required so experience and ability to analyse data (or any potential pitfalls in data processing e.g. in relation to GDPR) is required.

- Support PI in data management and securely sharing data with external co-investigators.

This list is not exhaustive and the post-holder will be expected to carry out duties in line with these responsibilities.

#### 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>	<ul style="list-style-type: none"> <li>• Higher education to degree level or equivalent relevant experience.</li> <li>• Certified project management training, eg PRINCE 2.</li> <li>• Substantial project management experience in either higher education or global health setting</li> <li>• Evidence of continuing professional development including regular attendance on internal and external study programmes.</li> </ul>	<p>E</p> <p>D</p> <p>D</p> <p>E</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a global health setting</li> <li>• Proven experience of managing complex research projects with multiple partners and across multiple countries.</li> <li>• Proven experience of providing comprehensive and proactive high-level administrative support in Higher Education (or a similar environment).</li> <li>• Proven experience of establishing or developing systems or processes to manage research-related and/or financial information (e.g. relating to project progress, research impacts, etc.).</li> <li>• Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages.</li> <li>• Experience in supporting capacity strengthening of partners in relation to research governance</li> <li>• Experience of developing and implementing communications strategies</li> <li>• Experience of research ethics applications, and research and information governance application processes, preferably in the health field</li> </ul>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>



	<ul style="list-style-type: none"> <li>• Experience of supporting project management involving partners from low and middle income countries</li> </ul>	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Advanced financial literacy with sound knowledge of budgeting methodologies and resource management concepts</li> <li>• Knowledge of academic research and funding within the higher education and research sectors</li> </ul>	E E
<b>General</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format and draft documentation.</li> <li>• Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision.</li> <li>• Proven ability to use initiative and judgement to anticipate and solve problems and to propose and implement ways of working more efficiently or effectively.</li> <li>• Excellent interpersonal skills including the ability to establish and maintain effective working relationships with all colleagues, and counterparts and academic staff in collaborating institutions, together with the ability to communicate effectively and negotiate at all levels.</li> <li>• Experience and ability to recognise and deal effectively with potentially sensitive situations, and able to exercise discretion in handling confidential matters.</li> <li>• Ability to organise their own work, and that of others, effectively to deadlines and exercise initiative and sound judgement.</li> </ul>	E E E E E 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: January 2024

## Salary and Conditions of Appointment

The post is fixed term until 31 December 2025 and part-time, 17.5 hours per week, 0.5 FTE. The post is funded by the Fleming Fund and is available from 1 May 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.

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.