

JOB DESCRIPTION



Job Title: Overseas Projects Manager
Department: Clinical Research
Faculty: Faculty of Infectious and Tropical Diseases
Location: LSHTM, Keppel Street London
Reports to: Michael J. Lawrence, Senior Project Manager
Responsible for: N/A
Full Time/Part Time/Casual: Full-Time
Hours 1.0 FTE
Grade: Grade 6
Overall Purpose of the job: The post-holder will be taking a leadership role in the overall management of various clinical health trials and studies on infectious diseases of public health importance in Sub-Saharan Africa (e.g. in Tanzania, Sierra Leone, and DRC) by providing efficient leadership, management, financial, logistical, project and administrative support to the portfolio of projects which have multiple overseas collaborators and complex deliverables. The post-holder will develop a good understanding of the research/consultancy deliverables for the projects providing sound advice and ensuring compliance to these and the school policies and procedures. The post-holder will be a member of the department administration team and be accountable to the portfolio of Principal Investigator Professor Deborah Watson-Jones.

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

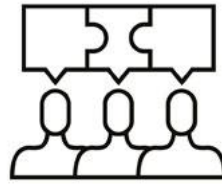
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

Faculty of Infectious and Tropical Diseases

The vision of the Faculty of Infectious and Tropical Diseases is to deliver outstanding contributions to reduce the evolving disease burden related to infections and global health inequity. The range of disciplines represented is broad, including all laboratory-based research at LSHTM's London campus, and encompassing a "bench to boardroom" portfolio with research approaches from fundamental biology through clinical research to impact on policy and practice. It is headed by Alison Grant, who is **Professor of International Health**. The spectrum of diseases studied is wide; our main research interests include vector-borne diseases especially malaria; respiratory diseases including tuberculosis and bacterial pneumonia; enteric infections; HIV and other sexually transmitted infections; neglected tropical diseases including trachoma, leishmaniasis, schistosomiasis and trypanosomiasis; vaccine development and evaluation; and the prevention of blindness. The Faculty is organised into three research departments comprising: Clinical Research, Disease Control, and Infection Biology. Interdisciplinary research is a major strength, and we encourage collaboration between scientists in different research areas. The Faculty has close links with colleagues and collaborators in more than 100 countries. Our teaching programme includes MSc courses which are module in structure, both intensive taught in London and by distance learning; a variety of short courses and an [active doctoral programme](#) (PhD and DrPH). For further information on the Faculty see [here](#).

Department of Clinical Research (Head: Professor Shunmay Yeung)

The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The

Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department's main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

Main Duties and Responsibilities

Grants and contracts

- Take a leading role in the coordination of large multi-activity and multi-million pound projects across different overseas sites, in particular with responsibility for financial, administrative and logistical issues related to project implementation, including the development and maintenance of suitable information management systems to enable the administration of the project in London and in-country.
- Develop a good understanding of the funders' terms and conditions, e.g. UKRI and the Bill and Melinda Gates Foundation (BMGF) and work to deliver the projects within this remit.
- Take a leading role in establishing sub-contracts and budgets between the School and collaborators/sub-contractors. E.g. for consultants, engineers and suppliers of maintenance contracts for equipment.
- Manage a portfolio of multi-million (euro/pound/dollar) budgets with several African organisations/institutions.
- Advice in setting up in-country-level budgets and assist the team in LSHTM with the establishment of sub-contracts between the School and partner organisations.
- Prepare individual budgets and other related documentation in collaboration with the study team.
- Establish reporting processes for the sub-contracted organisations to report financially and technically to LSHTM.
- Contribute to the preparation of periodic grant expenditure reports and advise on direction of spending income and allocation of grant-related resources including budget forecasting.
- Monitor income and expenditure and maintain an accurate financial record system for effective management of the budget.
- Report on grant expenditure and advise on the direction of spending income and allocation of grant-related resources including budget forecasting.

Communications and project management

- Establish and develop strong methods of communication between the School and the partner sites to progress project milestones and meet deliverables to agreed timeframes.
- Convey complex narrative and financial regulatory information in the most appropriate format, both in writing and orally, in face-to-face and virtual meetings. E.g. LSHTM policies and procedures to ensure compliance by staff based overseas.
- Act as a point of contact for the projects both internally and externally for all financial and administrative issues.
- Maintain good working relationships with funders and collaborators and communicate confidently and succinctly with colleagues and stakeholders, both internally and externally.
- Draft written materials such as reports and documentation relating to the financial or administrative aspects of the projects.
- Assist in preparing progress and other reports for the trial sponsors and funders.

- Assist with the coordination of the projects across the sites, in particular with logistic issues related to project implementation.
- Draft written materials such as reports and documentation relating to the financial or administrative aspects of the projects.
- Discuss and contribute ideas and solutions to future planning and strategic trajectory of active as well as proposed future projects in collaboration with the PI and associated colleagues.
- Assist with the future planning and strategic trajectory of projects.

Administration

- Provide administrative support including organising meetings, travel, visas, insurance, and the reimbursement of expenses for staff.
- Arrange and service meetings (e.g. drafting agendas and minutes) for: project trial and project Advisory Boards and Steering Committees, projects Management Committees, LSHTM projects teleconferences and face-to-face meetings with collaborators.
- Develop and maintain information management systems for appropriate administration of projects.
- Manage all non-scientific aspects of the programme and be the lead contact for all financial, administrative matters; dealing with and resolving all matters within their remit pragmatically and effectively, assisting and advising academic staff (e.g. PIs) and other colleagues to resolve issues where needs arise.
- Make researchers aware of open access publishing requirements.
- Assist in purchasing and ordering of equipment, supplies and consumables as required for the sites in Africa and organise insurance where appropriate. Take responsibility for import of supplies and customs procedures and assisting with the export of laboratory samples as required.

Personnel

- Assist with the recruitment process for new members of staff including drafting job descriptions, contracts and job evaluations, and arranging interviews.
- Under the guidance of the EBOVAC Senior Project Manager, assist in the recruitment of project staff.
- Provide information to LSHTM staff based overseas regarding LSHTM's Human Resources and financial procedures.
- Assist the EBOVAC Senior Project Manager in monitoring matters relating to staffing such as Payroll Funding Variation Forms and staff contract extensions.
- Pro-actively identify where there are staff funding shortfalls, making recommendations to the Principal Investigator.

Additional Information

- Always adhere to Faculty and School policy and procedures.
- Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- Contribute to general activities of the Department and School that help to promote the objectives of the school.

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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).

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 	E E E
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 • 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 	E E E E

	management tools such as Agresso. <ul style="list-style-type: none"> • Willing and able to travel overseas approximately 3 times per year for 1 week per trip. 	E
General	<ul style="list-style-type: none"> • Interest in health in developing countries • Experience of research governance and regulatory concepts • Experience of working on European Union, UKRI, Medical Research Council or Bill and Melinda Gates Foundation projects 	D D D

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: APRIL, 2024

Salary and Conditions of Appointment

The post is fixed term until 30th November 2025 and full-time 35 hours per week, 1.0 FTE. The post is funded by UKRI & the Bill & Melinda Gates Foundation (BMGF) and is available as soon as possible. The salary will be on the Professional Services Grade 6 salary scale in the range £43,947 to £49,908 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 "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.