

# PROJECT ADMINISTRATOR



<b>Job Title:</b> Project Administrator
<b>Department:</b> Global Health and Development
<b>Faculty/Professional Service:</b> Public Health and Policy
<b>Location:</b> Tavistock Place
<b>Reports to:</b> Project Manager
<b>Responsible to:</b> Clare Chandler
<b>Full Time/Part Time/Casual:</b> Full time
<b>Hours</b> ( <i>if less than full time</i> ):
<b>Grade:</b> Grade 4
<b>Overall Purpose of the job:</b> <p>The Project Administrator is responsible for providing efficient administrative, logistical and financial support to the Fleming Fund Fellowships programme at LSHTM, funded by the Department of Health and Social Care, UK Government, administered through Mott MacDonald. They will support research grants and other projects, with a wide range of duties including event planning, financial processing, logistics and communications.</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 responsible for a wide range of duties including financial processing, logistics, event planning and communications. The Project Administrator is primarily responsible for financial processing, human resources processing, and travel and events management across the Fellowships programme. The post-holder is also responsible for internal and external group communications and assisting in the planning and delivery of international meetings and events. They will have good time management and prioritisation skills when completing tasks from across several project teams and a large number of international collaborators.</p> <p>The Project Administrator will have the opportunity to develop administrative and project management skills that will serve as a platform for future research project coordination or management roles. They are a member of the Department's administration team, and are accountable to the Department Manager and to Principal Investigators of the Fleming Fund Fellowships scheme.</p>

## 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

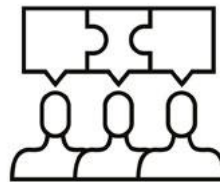
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## **FACULTY/DEPARTMENT INFORMATION**

The Department of Global Health and Development (GHD) focuses on novel and policy-relevant research and training to achieve impact at national and global levels. Our work, predominantly concerning low and middle-income countries, spans health policy and systems research, economic evaluation, gender violence and violence in childhood, and medical humanitarianism. There are approximately 150 staff and 100 research degree students in the Department, with total grant funding of over £35m, from a range of funders including research councils, UK and overseas charities, the European Union, the UK government and others. Academic staff come from a wide range of disciplines including economics, epidemiology, mathematics, law, politics, social policy, policy analysis, sociology and anthropology, and are grouped into two Units and a number of thematic research groups.

## **Main Duties and Responsibilities**

### **Project Support**

- Proactively manage travel arrangements for staff across the Fleming Fund, solving travel problems and developing itineraries that are cost-efficient for research grants.
- Book airfares, domestic travel and accommodation, and complete visa applications on behalf of academic staff.
- Assess and advise on risk when organising travel, ensuring that appropriate permissions are sought for staff travelling to high-risk destinations, and ensuring that travel insurance is obtained for all travellers, via the School's iTravel system.
- This includes advising on risk for staff travelling to sensitive destinations, and supporting the development of appropriate risk assessments and mitigation strategies.
- Arrange meetings, symposiums and other events in support of project staff. This includes sourcing and booking meeting venues, arranging accommodation for attendees, booking catering, organising audio-visual/digital support, and processing participant expenses or per diems.
- Assist with the maintenance of management tools i.e. project guidelines, risk management plan, report and deliverable templates.
- Arrange for the transfer of payments to collaborators and manage payments against an approved payment profile.
- Obtain quotes from suppliers, process orders and coordinate shipment of equipment and other supplies to overseas sites, including liaising with recipient, procurement and courier companies.
- Assist the Principal Investigators in collating material for research applications and completing funders' web-based forms.
- Maintain information management systems for appropriate administration of the projects.
- Service meetings through the drafting and preparation of agendas and papers and the taking of minutes, ensuring that action points are followed up.
- Organise teleconferences and other web-based events with collaborators, including those overseas.
- Be proactive and take initiative in anticipating potential challenges to travel itineraries and/or events, putting strategies in place to reduce the risk of potential problems.
- Take a flexible and pragmatic attitude to travel and events management, resolving 'on-the-spot' problems that arise swiftly.
- Provide high quality administrative support, including scheduling meetings, interviews and preparing documentation.
- Organise meetings and meetings (both overseas and in the UK) and take minutes at regular management meetings.

### **Finance**

- Manage financial processing within the School's accounts managements system (Agresso), including generating requisitions, monitoring expenses, approving expenditure, producing reports, and monitoring straightforward budgets.
- Prepare costings using RCP, assisting in the preparation of grant bids (e.g. those without subcontractors).
- Providing summary reports/descriptive statistics as requested by the PIs and Project Manager
- Analyse income and expenditure information from the LSHTM Finance system (Agresso), checking appropriate allocation of expenditure and providing monthly reports.
- Purchase supplies, travel or other services on behalf of the Fleming Fund, adhering to the School's Procurement Policy.
- Check and submit expenses claims prepared by staff in the department, ensuring that expenditure was incurred legitimately on School business, and is in line with research funders' regulations.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors when required.
- Assist Research Operations Office and Project Manager in the preparation of detailed financial reports for submission to funding organisations. Allocate all spending to relevant account codes and project codes, and saving receipts as demanded by funders and LSHTM Financial Regulations.
- Take independent decisions on budgets, expenditure and staff funding, using own knowledge in conjunction with written guidelines/checklists and templates.
- Understand and adhere to the School's Financial Regulations and funder regulations.
- Manage project budgets for a large number of projects, maintaining accurate financial records and forecasting future expenditure.
- Assist with the preparation of financial reports, allocating expenditure to budget lines in compliance with funder regulations, working with the Project Manager.
- Provide costs for budgets/forecasts including staff salaries and overseas allowances according to funder and LSHTM regulations.
- Manage individuals or group Research Support accounts (if applicable), developing budgets, tracking expenditure, reporting spend and forecasting commitments to senior academic leaders, in compliance with the Department Reserve Accounts Policy.

### **Human Resources**

- Be responsible for the induction of new staff members to the Fleming Fund (and/or Department when required), particularly in ensuring that they are familiar with safety requirements and fire procedures.
- Be responsible for the Fund's visitors to the department, ensuring that any necessary permissions are sought prior to visitors' arrival, and that while in the Department, visitors remain compliant with relevant safety, fire and IT / data security policies and legislation.

- Assist in the recruitment process for new staff members, including arranging job interviews and welcoming candidates where needed.
- Support staff leaving the School, assisting with the completion of Leaver Forms as needed.
- Monitor and report on staff contract end dates
- Prepare Payroll Variation Forms (PVFs) in support of Project Manager (or the Department Manager).
- Prepare Contract Variation Forms to alter staff line management or working location.
- Support staff based overseas to operate effectively and in compliance with the school's human resources and financial policies and procedures, including those based overseas for work or personal reasons.

### ***Additional Information***

#### **Communications**

- Acting as a point of contact on administrative matters for sub-contractors, staff and visitors related to the projects
- Compile, present and communicate key information in a written and spoken style appropriate to different audiences
- Maintain existing Department/Unit webpages, and assist with project dissemination such as monthly project bulletins, updating web page information, updating collaborators on project activities and requests from LSHTM's press office.
- Write internal newsletters or mail-outs, for example Unit or Group newsletters.
- Assist in the management of external communications i.e project twitter accounts, project websites
- Manage Fleming Fund emailing lists, calendars, and shared file spaces.
- Comply with the GDPR when handling data, with an excellent standard of confidentiality.

#### **Teamwork and Motivation**

- Work with the Project Manager and Project PIs to collate project outputs
- Contribute actively to the team and demonstrate a 'can-do / positive attitude' to achieve project objectives.
- Work flexibly within the team and help in creating a sense of unity and common purpose.
- Provide support to other staff in LSHTM systems, including Agresso and RCP
- Respond swiftly to requests from the Project Manager, Project team, PIs and Department Manager.
- Work as part of a team and show awareness and consideration of other administrative roles in the department, covering periods of absence of others in the team.
- Attend Department- and Faculty-level meetings, including the Department and Faculty admin forums, contributing actively and sharing best practice with peers.

### **Liaison and Networking**

- Actively develop and maintain good working relationships with collaborating institutions, funders and colleagues, including those external to LSHTM, ensuring information is passed on in a timely manner to ensure grant progression and liaising on financial, and administrative issues.
- Actively participate in and attend weekly meetings with Project Manager and Consortium team.
- Actively participate in and attend relevant Faculty and Department meetings.
- Liaise with Human Resources, Procurement, Finance and other Professional Service Departments to deal with queries and resolve issues.
- Represent the Consortium, Department and School in communication with external suppliers, travel agents, conference and accommodation providers, collaborators, students and funders, including in face-to-face meetings.
- Liaise and build relationships with project staff at LSHTM and at collaborating partner institutions
- Developing and maintaining good working relationships with Research Operations Officer and Central Services, liaising on financial, contractual and administrative issues

### **Other**

- Provide cover for the Project Manager during periods of absence.
- Plan, prioritise and organise own work/resources to achieve agreed objectives.
- Assess each task for urgency/importance and create a work-plan.
- Provide information to support the decision-making of others, and escalate major decisions for consideration by Project Manager or senior staff.
- Contribute to decisions made by Project Manager or senior staff.
- Take responsibility for additional tasks and projects where there is capacity.
- Regularly be expected to solve standard problems by following set procedures/guidelines, responding to queries from the Project Manager, Principal Investigators, team members, collaborators and Professional Services
- Provide guidance to Principal Investigators and project teams on matters relating to project finance, administration, logistics etc.
- Determine when appropriate to escalate issues to the Project Manager, Department Manager, Principal Investigators, or someone with specialist knowledge.
- Adhere to Faculty and School policy and procedures at all times.
- 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 the general activities of the Department and School that help to promote the objectives of the School.
- Willingness to travel internationally to attend meetings/Symposiums

## 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
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Higher education to degree level, or equivalent, or substantial relevant experience;</li> </ul>	E
	<ul style="list-style-type: none"> <li>Evidence of continuous professional development including internal or external training and development programmes.</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of administrative work, preferably in an academic institution.</li> </ul>	E
	<ul style="list-style-type: none"> <li>High level of numeracy and experience of financial processing.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent organizational skills and the ability to maintain accurate and up-to-date computer and other record keeping systems.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven experience of working in a team, demonstrable ability to operate in a flexible working environment and to take initiative.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to understand and communicate / explain information (e.g. organisational policies, processes and funder terms and conditions) to others and to respond to a range of queries.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of planning and providing proactive support for meetings and/or events booking rooms/travel/accommodation, including preparing papers, taking and writing up minutes.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision.</li> </ul>	E
	<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.</li> </ul>	E

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A high degree of computer literacy and proficiency in the use of computer software; such as Word, Excel, PowerPoint and SharePoint.</li> </ul>	E
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural environment.</li> <li>• A collaborative and flexible approach with evidence of ability to work independently and as part of a team.</li> <li>• Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively.</li> <li>• Be willing to travel internationally if needed.</li> </ul>	E E E 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: JANUARY 2024

## Salary and Conditions of Appointment

The post is fixed term until 31 December 2025 and full-time 35 hours per week, 1.0 FTE. The post is funded by the Fleming Fund and is available from 01 May 2024. 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](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.