

JOB DESCRIPTION



Job Title: RAFT Research Programme Consortium Chief Executive Officer
Department: Disease Control Department
Faculty/Professional Service: Infectious and Tropical Diseases
Location: LSHTM, Keppel Street London, or alternatively in an appropriate location in Africa
Reports to: Professor Jo Lines and Professor Sian Clarke (RAFT Research Directors)
Responsible for: RAFT Research Uptake Manager
Full Time/Part Time/Casual: Part-Time
Hours (if less than full time): 0.6 FTE
Grade: PS 7
Overall Purpose of the job: The Consortium Chief Executive Officer will have overall responsibility for the strategic management of the Resilience Against Future Threats through Vector Control (RAFT) Research Programme Consortium (RPC) and associated work streams. The post holder will provide vision, leadership and direction to the research programme and administration of the RPC, overseeing design, delivery and quality. The post holder will work with the Research Directors, Programme Manager, senior scientists and external research partners to develop and execute strategies to achieve the project's outcomes, with oversight of all consortium activities in London and at a number of overseas locations. The major responsibilities of the post are in the areas of strategic management and leadership; relationship management; partner management; strategic communications, research uptake and public relations; financial oversight, contracts and reporting and human resource management. In particular, the CEO will act as liaison and primary point of contact between the donor and the RPC. She/he will also manage relationships between partners within the RPC. The CEO will report to the RAFT Principal Investigators (i.e. the Research Directors) and will line manage the Research Programme Manager and Project Administrator. Regular overseas travel, including to project sites in Cameroon, Cote d'Ivoire, Tanzania and Thailand, is expected once or twice a year.

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

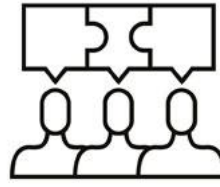
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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 Disease Control (Head: Professor Jayne Webster)

The Department of Disease Control is a multidisciplinary, cross-cutting department, operating in a global context and committed to excellence in research, innovation, learning

and engagement. We have an outstanding reputation for internationally competitive research and teaching excellence, with demonstrable impact in the control of diseases, worldwide. Our diverse scientific staff comprises entomologists, epidemiologists, mathematical modellers, geographers, public health engineers, hygiene specialists, social scientists, engineers, statisticians and clinical scientists. We also have a strong team of project administrators, coordinators, managers, and communication specialists, who provide expert support to our research programmes in the UK and overseas. We are a highly collaborative Department, with extensive partnerships and collaborations with researchers from many countries and organisations around the world, as well as internally, with multiple School Departments. Our work cuts across several School Centres such as the Vaccine Centre, the Malaria Centre, Centre for Evaluation and the MARCH Centre.

Our staff play influential roles as consultants and key advisors to organisations including the WHO, CDC, Malaria Consortium, Public Health England, Department of Health, DFID, Bill and Melinda Gates Foundation, the Royal Society, Research Councils, Academy of Medical Sciences, the World Bank, Governments and private sector manufacturers and innovators, amongst many others. Our range of expertise provides us with an impressive set of tools for addressing the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in low- and middle-income countries. Much of our research is directed at current health policy issues and addressing gaps between policy and practice.

Main Duties and Responsibilities

Donor Stewardship

- To manage the relationship with the donor (UK Government Foreign, Commonwealth and Development Office, FCDO); primary point of contact with donor; accountable for reporting to the donor, including submission of narrative and financial reports in the agreed format and to agreed timelines; strategic alignment of research outputs with donor priorities; prompt responses to queries;
- Provide senior support to the Principal Investigators to meet their accountability to the donor for delivery of agreed outputs and project milestones;
- Actively support Principal Investigators, and where necessary to challenge them, in order to ensure outcomes are consistent with the vision, strategy, commitments and goals of the donor, LSHTM and RAFT partners.

Programme Management

- Management oversight of all aspects of the programme (including strategic planning, governance structures, financial and human resources)
- Manage, with the Programme Manager, the running of the Consortium Advisory Group (CAG); convening meetings and preparing the agendas so as to support the RPC's evolution and its response to challenges and opportunities.
- Strategic Management of RPC governance structures; and actively participate in RPC management meetings with Management Group
- Establish systems for, liaison with partners and other contractors, together with their finance/grants offices to ensure close collaboration on strategic and directional issues, effective management of sub-contracts, and troubleshooting when required;

- Oversee expenditure, ensuring best practice in budget management, financial probity, forecasting expenditure, and financial reporting to donors, Management Group and Steering Committee
- Strategic direction in the design, implementation and performance management of a clear gender, equality and diversity mainstreaming approach;
- Oversee management of all newly recruited RPC staff within LSHTM, and ensure LSHTM procedures are adhered to for staff contract extensions, development, appraisal, leave, and promotion.
- Design and supervise the operation of the RAFT Responsive Research Fund, including establishment of a fair application process, and adequate reporting systems for successful grantees.
- Oversee and report on detailed progress against the agreed plan of work, including on risks to programme success
- Oversee data management procedures and ensuring open access to data and knowledge generated by the Programme.

Strategic Partnership Management

- Lead on active engagement with RAFT's primary external stakeholders (i.e. the main intended users of its knowledge outputs), including National Malaria Control Programmes (NMCPs) in countries with high burden of mosquito-borne disease, World Health Organisation (WHO), Global Fund for AIDS, Tuberculosis and Malaria (GFATM), UK Government FCDO etc, so as to understand their research and technical priorities and to coordinate RAFT's role and contribution.
- Provide strategic leadership in capacity development within the Consortium, identifying requirements for organisational capacity strengthening, and in the development and implementation of capacity strengthening strategy.
- Strategic direction in the design, implementation and performance management of a clear gender, equality and diversity mainstreaming approach.

Communications management

- Oversee the development and implementation of the RAFT Communications Strategy.
- Strategizing on engagement of users and policymakers with the research outputs, representing the RPC in public debate and other media.
- To oversee all RPC communications, working with the Research Uptake Manager.
- Oversee data management procedures including long-term accessibility to data after the RPC ends and development/implementation of procedures for open access to data and knowledge.

Monitoring, Evaluation

- Lead on the development of strategies and systems for monitoring, evaluation, accountability and learning;

- Oversee the development and execution of monitoring and evaluation work plans, to ensure efficient achievement of defined goals and the use of data to inform adaptive management of programmes;
- Accountable for quality assurance of performance measures; tracking RAFT's research and the resulting outcomes and impact;
- Tracking risks (of all kinds) to programme success
- Monitoring and strategic assessment at output-to-purpose level (with the Principal Investigators and Research Uptake Manager) to ensure that the RPC's knowledge outputs will be useful in the way that was intended and will achieve their intended public health purpose(s)
- Establish systems, together with the Research Uptake Manager, to track and collect evidence on usefulness and impact of RAFT in influencing vector control decisions.

Risk Management

- Accountability for risk management (including Risk registers, financial risk, risk to staff, reputational risk, etc)

Department and Faculty

- Attend Group, Department and Faculty meetings.
- Respond to requests from the Department and Faculty Operating Officers on administrative matters.
- Undertake other duties related to the post as required by the line manager.
- Adhere to Faculty and School policy and procedures at all times.

Additional Information

Overseas travel, including to project sites in Cameroon, Cote d'Ivoire, Tanzania and Thailand, is expected once or twice a year. In these cases, weekends are expected to be occupied either travelling or attending work on site.

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. • Postgraduate degree, preferably in a subject related to development or public health. 	E D
Experience	<ul style="list-style-type: none"> • Substantial strategic project management experience of large complex research programmes with multiple overseas partners and budgets over £5m. • Experience of managing and reporting on programme grants from funders such as FCDO, EU etc. • Significant proven experience of financial planning and management including creating and monitoring budgets. • Evidence of strong interpersonal skills and ability to build and maintain excellent working relationships and partnerships with a wide range of internal and external stakeholders. • Demonstrable experience of project strategy development and strategic planning. • Experience of successfully managing a team, including upward management. • Experience of working in LMICs preferably in the African or Asian regions, including experience of working with local partners. • Experience of working with local, regional and international stakeholders including Ministries of Health and WHO. 	E E E E E E D D
Knowledge and Skills	<ul style="list-style-type: none"> • Proven knowledge of research processes, grant applications and funding, within an academic or similar environment. • Demonstrable experience of the project management cycle; and familiarity with project management tools and software. • Excellent oral and written communication skills including proven ability to present financial and scientific information in a clear and logical format, respond to a range of queries and provide guidance on organisational policies and processes. 	E E E

	<ul style="list-style-type: none"> • Knowledge of Malaria and/or other health interventions an advantage. 	D
Personal Qualities	<ul style="list-style-type: none"> • Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively. • Willingness to travel, once or twice a year, with some weekends in these cases occupied travelling or work on site. 	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: APRIL 2024

Salary and Conditions of Appointment

The post is fixed term until 30 April 2026 and part-time 21 hours per week, 0.60 FTE. The post is funded by the Foreign, Commonwealth & Development Office and is available immediately. The post can be based either in the UK at the London School of Hygiene & Tropical Medicine, or alternatively in an appropriate location in Africa. The salary will be on the Professional Services Grade 7 salary scale in the range £51,299 - £58,723 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.