JOB DESCRIPTION

Job Title: Project Coordinator
Department /Division/Unit: Department of Global Health and Development
Faculty/Professional Service: Faculty of Public Health and Policy
Location: 15-17 Tavistock Place, London
Reports to: Rebecca Williams/Maaret Virtanen (Department Manager)
Accountable to: Josephine Borghi (Principal Investigator), Anna Foss (project co-lead) and Niki Jones, Faculty Operating Officer
Responsible for: Project Administration
Hours: 0.6 FTE
Grade: PS5

Overall Purpose of the Job:

The post-holder will have overall administrative management and financial responsibility for the **Building resilience to floods and heat in the maternal and child health system in Brazil and Zambia (**REACH) project at LSHTM, funded by the UK's Economic and Social Research Council.

Working closely with a range of partner Universities in Zambia, Uganda, Brazil, Kuwait, Sweden and a research institute in Austria, REACH is a global research project which will inform preparedness measures for floods and extreme heat within health systems at the district, facility and community levels in Brazil and Zambia to protect mothers and children from the effects of climate change.

The successful applicant will lead, manage and be responsible for all aspects of the administrative coordination and financial management of the REACH project.

We are seeking a highly skilled project coordinator (ideally with experience of working in a global health related setting), to support the Principal Investigator (PI), Josephine Borghi, and project co-leads (Everton de Silva in Brazil, Chitalu Chama-Chiliba in Zambia and Anna Foss at LSHTM), together with partner organisations, with high-level project coordination and financial issues.

The post-holder will work closely with the PI and project management team to: manage its contractual and budgetary relationships with the funder and its collaborators; to provide expert high-level project coordination to support all staff working on various workstreams; to lead research ethics, and research and

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information governance processes required with the support of academic staff; to draft progress reports required by the funder with the support of academic staff; to support communication and external engagement activities to raise the profile of the project to maximise impact; to ensure the project is delivered on time, to budget and in scope.

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. Applicants must have higher education to degree level or equivalent or substantial relevant experience, certified training in high-level project coordination/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 Investigator.

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

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.

History

Founded in 1899 at the London Docks, LSHTM is now based in Bloomsbury, where it has two main sites at Keppel Street and Tavistock Place, and additional sites in The Gambia and Uganda. Today, our staff, students and alumni work in government, academia, international agencies and health services across the world. Learn more about the history of LSHTM.

Research

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the

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European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

Staff community

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Partnerships

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

Education

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 270,000 participants globally.

Excellence in research and education

We perform strongly in various global university league tables. In the ShanghaiRanking's Global Ranking of Academic Subjects 2020 we placed 3rd in public health (1st in the UK). In the 2020 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, and third in Europe for publishing open access research.

In the US News Best Global Universities Ranking 2021, we ranked 3rd in the world for public, environmental & occupational health, 4th in the world for infectious diseases, 11th in the world for social sciences & public health, and 12th best University in the UK overall. We ranked 27th for medicine in the 2019 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.

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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 is one of around 20 specialist institutions that receive institution specific funding from the [Office for Students](#) (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

FACULTY INFORMATION

The School is divided into three academic faculties, of which the Faculty of Public Health & Policy is responsible for research and teaching in the policy, planning and evaluation of health programmes and services. Its interests are both national and international, encompassing industrialized and low and middle-income countries. The Faculty has three research departments:

• Health Services Research and Policy (HSRP)
• Global Health and Development (GHD)
• Public Health, Environments and Society (PHES)

In the Faculty there are about 250 academic staff drawn from a variety of disciplines including medicine, statistics, epidemiology, sociology, economics, anthropology, operational research, psychology, nursing and history. Each department is responsible for its own research. The School has adopted a rotating system of management for its academic departments and faculties. The management of a department is under the control of the Department Head, appointed by the Director for a period of three years in the first instance. The Faculty Head is appointed in a similar manner but for an initial period of up to five years.

The Faculty of Public Health and Policy is responsible for organizing a one-year Master's course in Public Health, which allows students to take either a general MSc in Public Health, or to follow one of several more specialised streams: Health Services Management, Health Promotion, Environmental Health or Health Services Research. The Faculty also jointly teaches the MSc Public Health in Developing Countries and MSc Control of Infectious Disease (with the Faculties of Infectious and Tropical Diseases and Epidemiology and Population Health), and MSc Health Policy, Planning and Financing (jointly with the London School of Economics). Master's courses are organized in a modular format across the whole School. One of the growing areas of Faculty teaching is distance-based learning, with MScs in Public Health and Global Health Policy. In 2017/18, over 230 students were registered for our face-to-face Masters programmes and nearly 1600 students were registered for distance learning MScs.

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The Faculty has also reorganized and expanded its research degree (MPhil/PhD; DrPH) training. Currently there are about 108 students and 23 staff members registered for a research degree.

Department of Global Health and Development (GHD)

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.

Principal Duties and Responsibilities
Project coordination • Contributing to the management and strategic development of the research collaboration and assisting the PI and co-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 the research team 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 all project partners and other external 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, to set up 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-related 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 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.
- Adhering to all other LSHTM policies and processes.
- 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 projects 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 team.

- 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 project.
- Liaison with the LSHTM communications team, the member of academic staff responsible for the website and support the 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
- 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.
- 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 initiating new projects/research income.
- Support PI in data management and securely sharing data between project co-investigators.

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

<u>Generic duties and responsibilities of all LSHTM employees</u>

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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 full 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 Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School 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 review (appraisal) process.

SALARY AND CONDITIONS OF APPOINTMENT

The post is available from 1st July 2024 at 0.6 FTE until 30th September 2027. The salary will be on the Professional Support Pathway Grade 5 range (£38,282 - £43,947) 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 "Director's Days". Membership of the Pension Scheme is available.

Applications should be made online via our website at http://jobs.lshtm.ac.uk. Applications should also include the names and email contacts of two referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk. Please quote reference

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" will not be considered acceptable.

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.

Please refer to the UKVI pages

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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.

Job Title: Project Manager – REACH project
Department/Division: GHD/PHP

Competency	Evidence	E/D
Education, Qualifications and Training	• Higher education to degree level or equivalent relevant experience.	E
	• Certified project management training, eg PRINCE 2.	D
	• Evidence of continuing professional development including regular attendance on internal and external study programmes.	E
		E
Experience	• Experience of working in a global health setting	D
	• Substantial project management experience in either higher education or global health setting	E
	• Proven experience of managing complex research projects with multiple partners and across multiple countries.	E
	• Proven experience of providing comprehensive and proactive high-level administrative support in Higher Education (or a similar environment).	E
	• 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.).	E
	• Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages.	D
	• Experience in supporting capacity strengthening of partners in relation to research governance	D

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	• Experience of developing and implementing communications strategies	D
	• Experience of research ethics applications, and research and information governance application processes, preferably in the health field	D
	• Experience of supporting high-level project coordination/management involving partners from low and middle income countries	
Knowledge	• Advanced financial literacy with sound knowledge of budgeting methodologies and resource management concepts	E
	• Knowledge of academic research and funding within the higher education and research sectors	E
Personal Qualities	• Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format and draft documentation.	E
	• Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision.	E
	• Proven ability to use initiative and judgement to anticipate and solve problems and to propose and implement ways of working more efficiently or effectively.	E
	• 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.	E
	• Experience and ability to recognise and deal effectively with potentially sensitive situations, and able to exercise discretion in handling confidential matters.	E
	• Ability to organise their own work, effectively to deadlines and exercise initiative and sound judgement.	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

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