

# JOB DESCRIPTION



<b>Job Title:</b> Department Administrator
<b>Department:</b> DCD/DIB (home department DCD)
<b>Faculty/Professional Service:</b> ITD
<b>Location:</b> LSHTM, Keppel Street London
<b>Reports to:</b> Department Manager, DCD – Mary Marimootoo
<b>Responsible for:</b> n/a
<b>Full Time/Part Time/Casual:</b> 1.0 FTE (or part-time 0.8 FTE)
<b>Hours (if less than full time):</b> minimum 0.8 FTE for part-time
<b>Grade:</b> PSP 3
<b>Overall Purpose of the job:</b> To work between the Department of Disease Control and Department of Infection Biology in supporting operational and administrative tasks.  To work closely with the Department Managers to ensure the smooth running of both Departments.

## 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

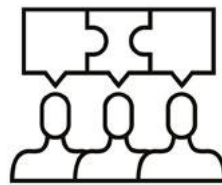
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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 Mary Cameron)***

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.

***Department of Infection Biology (Head: Professor Martin Hibberd)***

The Department of Infection Biology brings together pathogen molecular biology and immunology and infection research across the School. The Department benefits from state of the art facilities and strong collaborations, many of which are with partners in disease endemic countries.

We study the molecular biology and genetics of pathogens and interaction with their hosts, to improve understanding and control of infectious diseases and to understand the complex and dynamic ways by which pathogens modulate virulence and interact with the human host. Such a holistic approach will vastly increase the scope for the rationale of design of long-term intervention strategies to reduce the burden of infectious disease. In recent years such a mission has been significantly enhanced by the availability of whole genome sequences. The Department is involved in several pathogen genome projects, and post genome studies which facilitate understanding of complex parasites. The interpretation and exploitation of this basic information is the platform for numerous new avenues of research on pathogenesis, epidemiology and the evolution of virulence.

Our research in immunology and infection centres on analysis of the host response to infection at the molecular, cellular and population levels. The goals are to develop a greater understanding of basic mechanisms of immunological protection versus pathology, and to apply this knowledge to the development of immunological interventions and the identification of correlates of immune status. Our work involves application of state of the art cellular and molecular approaches to the in vitro analysis of pathogen-host cell interactions, to in vivo studies in models, and to the study of immunity at the population level in disease endemic areas. We also conduct translational research for the development and evaluation of diagnostic approaches to identify disease foci and monitor drug resistance

## **Teaching**

LSHTM offers 20 one year full-time taught programmes leading to the Master of Science (MSc) degree of the University of London and the Diploma of the London School of Hygiene and Tropical Medicine (DLSHTM). The Faculty of Infectious and Tropical Diseases runs or contributes substantially to nine of these MSc programmes. In addition, the Faculty is responsible for the three-month Professional Diploma in Tropical Medicine and Hygiene and the Professional Diploma in Tropical Nursing. The Faculty also offers a range of specialist short courses lasting usually one or two weeks. LSHTM offers a further six MSc programmes by Distance Learning, with the Faculty responsible for the MSc Infectious Diseases.

## **Research Training**

The School offers two doctoral training programmes. The MPhil/PhD degrees are designed for those who wish to go on to a full time research career. The DrPH is directed towards those who expect their careers to be more in the practice of public health.

## **Main Duties and Responsibilities**

The role holder will be expected to:

### **Department administration**

- Manage travel arrangements for research teams, including flights, accommodation, visas, advances and travel insurance
- Responsible for organising the department's seminars, including coordinating the paperwork and speakers in agreement with the Department Managers and Heads of Department, booking hotels and arranging reimbursements where necessary
- Organise and facilitate department and group meetings – prepare meeting agendas, supporting materials, minute and track and follow up on action points
- Collect post, and distribute in DCD and DIB pigeonholes
- DCD and DIB laptop loans
- Organize DCD social events, (Christmas parties, and monthly cake mornings)

### **Staffing**

- Assist the Department managers to facilitate the redundancy notice process by sending through reminders to all line managers to complete redundancy consultations in a timely fashion to ensure staff have enough notice of the end of a fixed-term contract (as grant funds come to a close)
- Help during the recruitment/interview process for new roles in the department, including escorting candidates to interview on the day
- Perform staff inductions and, where appropriate, training for new staff and visitors to the department
- Compile HR, Finance and staff CV paperwork for the Department Managers and disseminate to the appropriate parties (e.g. for CV reviews during the academic promotion rounds)
- Process visitor forms

### **Other**

- Provide cover to other administrative staff in the departments where appropriate
- Provide PA support to Heads of Departments
- Provide support in submitting expenses, either through advising staff on how to do this via the ServiceDesk or covering Project Coordinators who are on leave

### 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 relevant experience.</li> </ul>	D
	<ul style="list-style-type: none"> <li>Evidence of continuous professional development including internal or external training and development programmes.</li> </ul>	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven, relevant administrative experience in an academic or similar environment</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven experience of maintaining electronic and paper record-keeping systems</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to manage a busy workload and meet deadlines, assessing priorities with minimum supervision and initiating action where appropriate</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to work collaboratively</li> </ul>	E
	<ul style="list-style-type: none"> <li>Minute taking experience</li> </ul>	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>High standard of IT skills, including good working knowledge of word processing, spreadsheets, databases, internet and email plus willingness to learn new systems/software</li> </ul>	E
	<ul style="list-style-type: none"> <li>Awareness of confidentiality issues and ability to maintain confidentiality as appropriate</li> </ul>	E
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Excellent communication skills for dealing with staff, students and visitors in a multicultural environment</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to work with high levels of accuracy and with attention to detail</li> </ul>	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: June 2024

## Salary and Conditions of Appointment

This is a permanent post and full time (with consideration for part-time at 0.8 FTE) and is available from 1st August 2024. The salary will be on the Professional Services Grade 3 salary scale in the range £28,614 - £32,307 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.