

# JOB DESCRIPTION



<b>Job Title:</b>	Project Administrator (Newborn Health)
<b>Department:</b>	Infectious Disease Epidemiology and International Health (IDEIH)
<b>Faculty:</b>	Epidemiology and Population Health (EPH)
<b>Location:</b>	Keppel Street, London
<b>Reports to:</b>	Ralph Hale, Senior Project Manager (Newborn Health)
<b>Full-Time/Part-Time/Casual:</b>	Full-Time, 1.0 FTE
<b>Grade:</b>	Grade 4
<b>Overall Purpose of the job:</b>	<p>The post-holder will be responsible for providing efficient administrative, operational, financial and logistical support to a range of research projects within the department's Newborn Health &amp; Child Development Team (PI Prof. Joy Lawn).</p> <p>The key purpose of the job is to support the research grants administration of Newborn Health &amp; Child Development Team. The postholder will primarily be responsible for financial processing, communications, and travel and events management across the group. The post-holder will also oversee small budgets, maintain group communications profiles, and assist in the management of group space. They will have good time management and prioritisation skills when completing tasks from across several different PIs and project teams.</p> <p>The post-holder will also 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 will be a member of the Department's administration team, and will be accountable to the Department Manager and to Principal Investigators across the group.</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

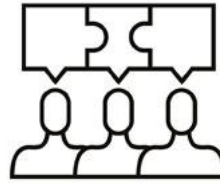
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## FACULTY/DEPARTMENT INFORMATION

**The Faculty of Epidemiology & Population Health (EPH)** houses a large group of epidemiologists, demographers, statisticians and nutritionists working on major issues of importance to public health provision in the UK and globally. EPH employs approximately 560 people in five research departments.

- Department of Infectious Disease Epidemiology & Dynamics
- Department of Infectious Disease Epidemiology & International Health
- Department of Medical Statistics, which includes the Clinical Trials Unit
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a postgraduate teaching programme including eleven intensive MSc courses: Epidemiology, Demography and Health, Medical Statistics, Health Data Science, Public Health for Development (jointly with Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Global Mental Health (jointly with Kings College London, Institute of Psychiatry), Reproductive & Sexual Health Research, Sexual & Reproductive Health Policy and Practice (online), Veterinary Epidemiology (run jointly with the Royal Veterinary College) and Climate Change and Planetary Health. There are also three distance Learning MSc courses: Epidemiology, Clinical Trials and Demography in Health.

The Faculty also has approximately 240 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

**The Department of Infectious Disease Epidemiology and International Health** conducts research on the epidemiology and control of infectious diseases, and other topics relevant for global public health. Work is carried out in low-, middle- and high-income countries, including in the United Kingdom, in close collaboration with country partners and global stakeholders.

The Department has research groups working on maternal, perinatal and child health; adolescent health; infectious diseases including HIV, tuberculosis, malaria and Neglected Tropical Diseases; vaccines; and humanitarian crises. Most staff have a disciplinary training in epidemiology or medical statistics, and a background in one or more of biology, medicine, mathematics, or social science.

The Department works closely with the Department of Infectious Disease Epidemiology & Dynamics.

The Department Heads are Professor Oona Campbell and Professor Sian Floyd.

## **THE PROJECTS**

**NEST360** (Newborn Essential Solutions and Technologies) is an international alliance of 23 organisations – 18 in Africa – working with governments in Malawi, Kenya, Tanzania, Nigeria and Ethiopia to end preventable newborn deaths in African hospitals. We support African governments to implement a package of care that includes affordable technologies, training for clinicians and biomedical technicians, and locally-owned data to deliver high quality small and sick newborn care (<https://www.nest360.org/>). LSHTM leads the implementation research, complex evaluation and the economic assessment. Phase 1 ran from 2019-2023, and was funded by five private foundations. Phase 2, 2024-2028, is funded by three private foundations in Phase 2, which runs from 2024-2028. The prime grant holder is RICE 360°.

The Principal Investigator and team leader is Prof. Joy Lawn.

The post-holder will also support various additional projects across the Newborn Health team.

## **Main Duties and Responsibilities**

The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role (attached), which may be varied from time to time, and agreed at your annual Performance and Development Review (PDR).

### **Project Support**

- Assist with the maintenance of management tools and information management systems for appropriate administration of the projects 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.
- 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.
- Support the administration of the project budgets for a large number of projects, maintaining accurate financial records and supporting the Senior Project Manager in forecasting future expenditure including staff salaries and overseas allowances according to funder and LSHTM regulation.
- Provide guidance to Project Managers and project teams on matters relating to project administration, logistics etc.
- Provide summary reports as requested by the PIs and Senior Project Manager
- Understand stakeholder needs and proactively offer support where needed.
- Provide support to other staff in the use of LSHTM systems, including Agresso and RCP.
- Support the Senior Project Manager to prepare consultancy and Research Collaborator contracts.
- Ensure filing systems are kept up to date and well organised.
- Identify or anticipate problems related to the administration of projects; develop innovative and workable solutions and escalate when appropriate.

### **Finance and procurement administration**

- Manage financial processing within the School's accounts managements system (Agresso), including generating requisitions, monitoring expenses, producing reports, and monitoring straightforward budgets.
- Assist the Senior Project Manager in the preparations of costings using RCP, and in the preparation of grant bids (e.g. those without subcontractors).
- Purchase supplies, travel or other services on behalf of the project adhering to the School's Procurement Policy.
- Check and submit expenses claims prepared by project staff, 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 Finance and Senior Project Manager in the preparation of detailed financial reports for submission to funding organisations.
- Monitor spend from School credit cards, matching purchases to account codes and project codes, and saving receipts as required by funders and LSHTM Financial Regulations.
- Provide support for project audits.

### **Travel Support**

- Proactively manage travel arrangements for staff across the group, complete overseas visa applications, solving travel problems and developing itineraries that are cost-efficient for the Department and for research grants.
- 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.
- Be proactive and take initiative in anticipating potential challenges to travel itineraries and events, putting strategies in place to reduce the risk of potential problems.
- 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.

### **Human Resources**

- Support in the induction of new staff members to the research team, particularly in ensuring that they are familiar with safety requirements and fire procedures.
- Be responsible for visitors to the team, 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.
- Monitor and report on staff contract end dates and support staff leaving the School, assisting with the completion of Leaver Forms as needed
- Assist with Payroll Variation Forms (PVFs) in support of Senior Project Manager.
- Prepare Contract Variation Forms to alter staff allowances, staff line management or working location.
- Collect and record staff timesheets, for multiple projects in line with audit requirements.
- 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.

**Communications**

- Maintain existing project webpages, and assist with project dissemination such as monthly project bulletins and updating web page information. Support the finalisation of key documents and publications, for example proof-reading, formatting, inputting text to a templated document etc.
- Ensure all shared SharePoint sites are kept up to date and well-organised; add new members to the sites as requested, and ensure accessibility. Create new shared SharePoint sites as needed.
- Write internal newsletters or mail-outs, for example Project or Group newsletters.
- Manage mailing lists, calendars, and shared file spaces.
- Comply with the GDPR when handling data, with an excellent standard of confidentiality.

**Other**

- 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.
- Take responsibility for additional tasks and projects where there is capacity.
- Understand and adhere to the School's Financial Regulations and funder regulations.
- Determine when appropriate to escalate issues to the Department Manager, Senior Project Manager, or someone with specialist knowledge.
- Adhere to Faculty and LSHTM 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 LSHTM that help to promote the values and objectives.

**Additional Information**

No overseas travel is presently required for this role.

**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> <li>• Evidence of continuous professional development including internal or external training and development programmes</li> </ul>	<p>E</p> <p>D</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of high-volume administrative work, preferably in an academic institution.</li> <li>• High level of numeracy and experience of financial processing.</li> <li>• Proven ability to manage own workload, organising and prioritising tasks to meet deadlines</li> <li>• Proven experience of working in a team, demonstrable ability to operate in a flexible working environment and to take initiative.</li> <li>• Proven ability to understand and communicate/explain information (e.g. organisational policies and processes) to others, and to respond to a range of queries</li> <li>• Experience of planning and providing support for meetings and/or events booking rooms/travel/accommodation</li> <li>• Experience of financial and procurement processes, including monitoring and reporting on budgets</li> <li>• A high degree of computer literacy and proficiency in the use of computer software; such as Word, Excel, PowerPoint and SharePoint. Willingness to learn new software packages.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>



	<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
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of academic research and funding within higher education</li> </ul>	D
<b>General</b>	<ul style="list-style-type: none"> <li>• Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively</li> <li>• A collaborative and flexible approach with evidence of ability to work independently and as part of a team</li> <li>• Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural and multi-disciplinary environment together with the ability to communicate at all levels.</li> <li>• Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format.</li> <li>• A strong commitment to principles of Equality, Diversity, and Inclusion</li> </ul>	E  E  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: July 2024

## **Salary and Conditions of Appointment**

The post is fixed term until 31<sup>st</sup> December 2025 and full-time 35 hours per week, 1.0 FTE. The post is funded by a consortium of funders including the Bill and Melinda Gates Foundation (BMFG), the Children's Investment Fund Foundation (CIFF), and the ELMA Foundation, and is available immediately. 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.