

# JOB DESCRIPTION



<b>Job Title:</b> Project Coordinator
<b>Department:</b> Infectious Disease Epidemiology & Dynamics
<b>Faculty/Professional Service:</b> Epidemiology and Population Health
<b>Location:</b> Keppel Street, London, WC1E 7HT
<b>Reports to:</b> Department Manager
<b>Responsible for:</b> N/A
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> Grade 5
<b>Overall Purpose of the job:</b>  The post-holder will be responsible for providing efficient administrative, logistical and financial support from set up to closure; a portfolio of research projects which may have multiple overseas collaborators or complex funder requirements. The post-holder will develop a good understanding of the funder terms and conditions for the project(s) providing sound advice and ensuring compliance to these and LSHTM policies and procedures, including the Financial Regulations. The post-holder will be a member of the department administration team and be accountable to the Principal Investigators within the department.  The project portfolio will cover research grants held by multiple academics based in the Infectious Disease Modelling Group, which sits within the Department of Infectious Disease Epidemiology and Dynamics.  The post is fixed term until 31 December 2028 due to project funding, however the post is likely to be extended.

## 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

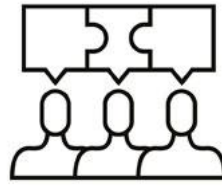
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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 issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into five research departments.

- Department of Infectious Disease Epidemiology and Dynamics
- Department of Infectious Disease Epidemiology and International Health
- Department of Medical Statistics
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a teaching programme consisting of ten MSc courses: Epidemiology, Demography and Health, Medical Statistics, Public Health for Development (run jointly with the Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Reproductive & Sexual Health Research, Veterinary Epidemiology (run jointly with the Royal Veterinary College), Global Mental Health (run jointly with Kings College London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology, Clinical Trials and Demography and Health. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

## Department Information

### **Department of Infectious Disease Epidemiology & Dynamics (IDED)**

The Department of Infectious Disease Epidemiology & Dynamics conducts research on the epidemiology and control of infectious diseases of public health

importance. Work is carried out in low-, middle- and high-income countries, including the United Kingdom, in close collaboration with partners in each country. The Department has three groups:

- The infectious disease modelling group, which is linked to the [Centre for Mathematical Modelling of Infectious Diseases \(CMMID\)](#).
- The [UK Public Health Rapid Support Team](#), a specialist multidisciplinary team across LSHTM and the UK Health Security Agency (UKHSA) that offers low and middle income countries around the world support to prepare for and respond to disease outbreaks, through field collaboration, research and capacity-strengthening activities.
- The [Vaccine Confidence Project](#), which conducts global research, investigating the roots, trends over time and impacts of vaccine confidence at regional, national and sub-national levels.

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

The Department Head is Professor Mark Jit.

## Relevant Centres at LSHTM

The **Centre for the Mathematical Modelling of Infectious Diseases (CMMID)** is a multidisciplinary grouping of epidemiologists, mathematicians, economists, statisticians and clinicians from across all three faculties of the LSHTM. Research focuses on understanding and predicting the epidemiology of infectious diseases so that more effective control programmes can be devised. Researchers are developing and applying mathematical models to a range of infections including HIV and other sexually transmitted infections, HPV, tuberculosis, hepatitis C, influenza, rotavirus, measles, varicella, pneumococcal disease, Hib, malaria and sleeping sickness. More recently, CMMID has been one of the leading groups involved in responding to modelling needs in the UK and globally around the COVID-19 pandemic. More fundamental research includes developing methods to measure underlying contact patterns, sampling hard-to-reach populations (such as drug users), efficiently fitting complex mathematical models to data, and the integration of epidemiological models with economic analyses. CMMID is actively engaged in developing links with other modelling groups; members of the CMMID include mathematical modellers working at the UK Health Security Agency and the Royal Veterinary College.

## **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 coordination**

- Oversee all non-scientific aspects of the project/ projects in the portfolio; including organising travel, visas, reimbursement of expenses, arranging project meetings, workshops, webinars and conference calls, ordering stationery, supplies and shipment overseas.
- Prepare and collate material for research grant applications; creating RCP costings, completing funders' web-based forms and ensuring that applications are submitted according to the funding regulations.
- Identify funding opportunities for future research and advise on internal and external guidelines and requirements.
- Develop and maintain information management systems for appropriate administration of the project(s); contributing to the strategic trajectory of projects and sustainability beyond the current grant lifecycle.
- Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators.
- Identify or anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions; escalating when appropriate.
- Act as a point of contact for funders in relation to the administration of projects where sub-contracts are held in the UK or overseas.
- Work alongside other team members to act as a point of contact for implementation partners and support monitoring, evaluation and learning activities.
- Draft agendas, supporting papers and take minutes for the leadership team conference calls and other meetings, ensuring action points are followed up and assist with the arrangement of occasional large-scale research or stakeholder meetings and conferences.
- Encourage knowledge-sharing between LSHTM and partners and advise partner institutions, where appropriate, on grant management and administration, including budget development, financial management and reporting, aiming to ensure equity for partners.
- Facilitate discussions with LSHTM departments and funders to accommodate partners' finance and administration systems, for example when reporting deadlines might require flexibility.

### **Finance**

- Proactively manage the project budget(s), which may include budgets over a million pounds, maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.

- Take independent decisions on budget, expenditure and staff funding using own knowledge in conjunction with written guidelines/checklists and templates.
- Understand and adhere to LSHTM Financial Regulations and funder regulations.
- Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/ invoicing requirements and audits.
- Review financial reports submitted by sub-contractors/collaborators to ensure the expenditure is in line with the budget and funding regulations, keeping own records of budget vs expenditure for each collaborator.
- Provide financial management reports to the Principal Investigator, and advice on direction of spending and allocation of resources, including budget forecasting, interpreting trends/patterns and making predictions.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
- Work with Research Operations to complete detailed financial reports for submission to funding organisations, collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.

### **Human Resources**

- Assist in the recruitment process for new staff members including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
- Pro-actively monitor staffing on projects, through staff forecasting and advise the Principal Investigator when funding shortfalls arise and work together to achieve a solution.
- Prepare Payroll Variation Forms (PVFs) to extend staff contracts and change funding or full time equivalent (FTE).
- Assist in the induction and training and of new staff or temporary administrative staff within the team.
- Support staff based overseas to operate effectively and in compliance with LSHTM's human resources and financial policies and procedures.

### **Communication**

- Maintain webpages, including updating project and output/work package information and other communications materials
- Respond to requests from LSHTM's press office and other sources regarding press and other enquires.
- Contribute to drafting written non-scientific elements of annual reports, other documentation relating to the research project and communication, promotion and dissemination documents, such as newsletters.
- Keep an up-to-date list of staff publications and make researchers aware of open access publishing requirements.

### **Other**

- Undertake visits to overseas sites to attend meetings and workshops.
- 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, including the Department Manager.
- Take responsibility for additional tasks and projects where there is capacity.
- 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 general activities of the Department and School that help to promote the objectives of the school.

### 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.

<b>Competency</b>	<b>Evidence</b>	<b>E / D</b>
<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 style="text-align: center;">E</p> <p style="text-align: center;">E</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial relevant experience of providing proactive administrative support in Higher Education (or similar environment) and working closely with academic staff members.</li> <li>• Significant experience of providing administrative/financial support for research projects.</li> <li>• Working knowledge of funder terms and conditions and Full Economic Costing (FEC) methodology.</li> <li>• Proven ability to manage own workload, organising and prioritising tasks to meet deadlines.</li> <li>• Proven ability to monitor a budget and prepare accurate costings, projections and reports.</li> <li>• Proven ability to understand and communicate/explain information (e.g. organisational policies and processes and funder terms and conditions) to others and to respond to a range of queries.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>

	<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> <li>• Excellent relevant IT skills (particularly Excel) and willingness to learn new software packages.</li> <li>• Experience of establishing or developing systems or processes to manage information.</li> <li>• Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of academic research and funding within higher education.</li> <li>• Financially literate with sound knowledge of budgeting and resource management principles.</li> </ul>	<p>D</p> <p>E</p>
<b>General/Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills including the ability to establish and maintain effective working relationships.</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>• A commitment to supporting LSHTM's EDI policies and procedures</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

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: August 2024

## Salary and Conditions of Appointment

The post is fixed term until 31 December 2028 and full-time, 1.0 FTE. The post is funded by various funders and is available from 01 October 2024. The salary will be on the Professional Services salary scale, Grade 5 scale in the 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 "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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications but due to the salary range for this role not meeting the general salary threshold, only applicants under certain circumstances may qualify for sponsorship for this role. Please refer to the details on the Skilled Worker visa pages to check if you are able to be paid below the [general threshold](#). Please indicate this in your application and proceed if you are able to meet the requirements.

Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).