

JOB DESCRIPTION



Job Title: Project Manager (Maternity Cover)
Department: Infectious Disease Epidemiology & International Health
Faculty/Professional Service: Epidemiology and Population Health
Location: Keppel Street, London
Reports to: Professor Anthony Scott
Responsible for: PS5 Project Coordinator, PS4 Project Administrator
Full Time/Part Time/Casual: Part-time
Hours: 14 hours per week, 0.4 FTE
Grade: Grade 6
Overall Purpose of the job: <p>The post-holder will have overall administrative and financial responsibility for a portfolio of vaccine epidemiology research projects, including the NIHR Health Protection Research Unit in Vaccines and Immunisation. The postholder will work closely with the PI and senior staff to: manage contractual and budgetary relationships with funders and collaborators; provide expert project management support to academic staff working on specific studies; develop project materials for external communication and knowledge mobilisation; prepare technical progress reports required by funders with the support of academic staff; advise the PI in the deployment and management of staff resources across the portfolio of projects; provide oversight of patient and public involvement and engagement (PPIE); and organise and facilitate management and thematic team meetings.</p> <p>The NIHR HPRU in Vaccines and Immunisation is a partnership between the UK Health Security Agency (UKHSA) and the London School of Hygiene and Tropical Medicine, in collaboration with the University of Cambridge. The HPRU has three research themes:</p> <ol style="list-style-type: none">1. Making the most of real-world data2. Saving lives, optimising taxpayers' investment3. Immunisation delivery systems and public interactions with vaccines <p>The post-holder must be familiar with funding terms and conditions of a range of funders, including: NIHR, Wellcome Trust, the Bill & Melinda Gates Foundation, and UKHSA. Additionally, the postholder should have an academic background in public health and/or experience working in vaccine research, and be able to concisely communicate research progress and outcomes to non-scientific audiences.</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

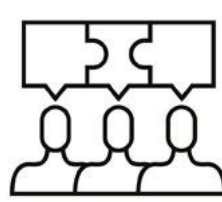
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Faculty 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 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

Department Information

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.

Main Duties and Responsibilities

Project Management

- Contributing to the management and strategic development of a broad portfolio of UK-based vaccine research projects and assisting the PI in achieving the objectives on time, within budget, and in scope.
- Providing significant input into the short- and longer-term planning of the projects through scoping, planning and budgeting for projects, and as a member of the management team.
- Developing, implementing and maintaining an appropriate mechanism for tracking progress of individual projects, identifying risks and reporting against key milestones, targets, and deliverables, including updating project documentation ahead of regular meetings with funders and collaborators.
- Monitoring the policy and practice impacts of projects in association with academic staff by creating and implementing effective tools for monitoring and evaluation.
- Contributing to annual and ad hoc progress reports to the funder, including impact case studies, particularly for public and patient involvement and engagement
- Managing relationships with funders and with key collaborators, including preparing interim reports, overseeing collaborator agreements, and planning each project to ensure timely deliverables against study objectives.
- Monitoring staffing and advising the PI in order to effectively manage funding and staffing capacity or shortfalls to ensure delivery of the work programme.

- Liaising with LSHTM Research Finance, Legal and Procurement Department to organise variations to contracts, sub-contracts with collaborators and consultancy agreements.
- Establishing and maintaining good working relationships with collaborating organisations and funders.
- Producing reports for project meetings, including on budget and finances, and dealing with questions regarding financial, governance or administrative matters.
- Planning and overseeing the organisation of project dissemination events, including the provision of requisite materials.
- Jointly leading workshops on public and patient engagement, and initiating the provision and development of materials, recruitment of panel members, and summarising outcomes for inclusion in project reports.
- Proactively initiate and lead the HPRU's analysis and evaluation of our strategies for: Academic Career Development, Patient and Public Engagement and Involvement, and Knowledge Mobilisation.

Financial Management

- Managing multi-million pound budgets with LSHTM and collaborators across multiple institutions.
- Being responsible for the development, strategic management, and control of budgets within the project portfolio, and ensuring all procedures are in line with LSHTM regulations.
- Developing and maintaining systems to monitor, analyse, and forecast all budgets, and ensuring that key financial information can be provided quickly and efficiently.
- Supporting the Research Finance Office to produce regular financial reports for the funder, and to reprofile budgets in light of project and funding changes.
- Identifying, advising on the response to, and then managing potential financial risks arising from projects within a timely manner.
- Liaising with collaborators over expenditure and financial reporting to ensure smooth processes, including keeping up-to-date on the funder's requirements related to expenditure and reporting.
- Being the primary source of advice to the PI for the projects on all matters relating to management and allocation of financial resources.
- Supporting the preparation of detailed research proposals, including proposals required to secure additional funding, in particular, budgets, project management arrangements, Gantt charts, etc.

Communications

- Leading the development, management and delivery of an external communications strategy to improve knowledge transfer and awareness of project objectives and responsive research capacity.
- Directing the development of external communications materials, including (but not limited to) impact reports, one-pagers, videos, slide decks, social media activity, website copy and newsletters in line with the communications strategy, selecting appropriate communications channels for target audiences.

- Handling enquiries from the Department of Health and Social Care, local research governance offices and UKHSA relating to grant compliance, data integrity, and governance applications and processes.
- Representing project teams at key stakeholder and collaborator meetings, including the HPRU Knowledge Mobilisation network, the HPRU PPIE network, and the NIHR Communications network and contribute as a member of the HPRU Executive committee.
- Providing a readily available point of contact for enquiries from the funders and other inter/national bodies and collaborators, and members of the public related to the project work.
- Actively participating in professional networks within the London School and beyond to maximise internal and external exposure and to seek opportunities to leverage resources within the School.
- Liaising with LSHTM website and report designers to ensure maintenance of an up to date, high quality website.

Other responsibilities

- Directly line managing a Project Coordinator (Grade 5) and indirectly managing a Project Administrator (Grade 4) within an administrative team of 5, providing effective leadership, training, development, mentorship and delegation of work.
- Attending and/or contributing to working and steering groups, consultations and other meetings at Department, School and Faculty level as required.
- 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.
- Assisting in the induction and training of new project and academic staff within the team, to ensure awareness of grant requirements and familiarity with project objectives.

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

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 in public health or epidemiology • Evidence of continuing professional development including regular attendance on internal and external study programmes. 	E D
Experience	<ul style="list-style-type: none"> • Proven experience of managing complex research projects with multiple partners • Proven experience of providing comprehensive and proactive high-level administrative support in Higher Education (or a similar environment). • Strong familiarity with funding terms and conditions for UK and overseas funders which could include, for example, NIHR, Wellcome Trust, the Bill & Melinda Gates Foundation, FCDO and EDCTP • Experience of developing and managing strategies for communications and knowledge mobilisation, to advance awareness of research objectives and outcomes • Experience of line management and supervision of staff • Proven experience of establishing or developing systems or processes to manage research-related outputs and resources (publications, personnel, consumables, etc.) and/or financial information related to multi-million figure awards • Track record of developing a range of creative communication outputs including websites, social media content, blog posts, reports, policy briefs, audio, and video 	E E E E D E E

	<ul style="list-style-type: none"> • A proven track record of planning and executing patient and public involvement and engagement events both in-person and online, including event marketing and management and facilitating meetings, events and focus groups. 	D
Knowledge	<ul style="list-style-type: none"> • Financially literate with sound knowledge of budgeting methodologies and resource management concepts • Knowledge of academic research in vaccine epidemiology and funding within the HE and research sectors 	E D
General	<ul style="list-style-type: none"> • Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format and draft documentation. • Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision. • Proven ability to use initiative and judgement to anticipate and solve problems and to propose and implement ways of working more efficiently or effectively. • 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. • Excellent organisational skills, and ability to coordinate and prioritise a complex workload, meet multiple, tight deadlines and delegate effectively 	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: October 2024

Salary and Conditions of Appointment

The post is fixed term until 31 October 2025 and part-time 14 hours per week, 0.4 FTE. The post is funded by the National Institute for Health and Care Research and is available immediately. The salary will be on the Professional Services salary scale, Grade 6 scale in the range £44,847 - £50,808 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.