JOB DESCRIPTION

LONDON SCHOOL of HYGIENE &TROPICAL MEDICINE

Job Title: Project Administrator
Department: Health Services Research and Policy
Faculty/Professional Service: Public Health and Policy
Location: Tavistock Place, London (hybrid available)
Reports to: Project Manager
Full Time/Part Time/Casual: Part time or Full time
Hours *(if less than full time):* 0.8 - 1.0 FTE (28 - 35 hours)
Grade: Grade 4
Overall Purpose of the job: The post-holder will be responsible for providing efficient administrative and logistical and financial support to two Project Managers over a range of research projects. The key purpose of the job is to support the research grants administration of the Pharmacy First Evaluation and the NIHR Policy Research Unit in Policy Innovation and Evaluation. 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. The postholder 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.

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.

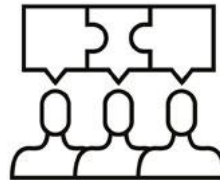To find out more please visit our Introducing LSHTM page.

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 Public Health and Policy

The Faculty of Public Health and Policy (PHP) aims to improve health in the UK and worldwide. We do this through research, teaching and consultancy in the areas of health policy, health systems and services, and public health. We run a range of popular and respected MSc courses, research degrees, short courses and CPD. The faculty has around 250 academic staff, 50 Professional Services staff, and 250 doctoral students. We are the largest multi-disciplinary public health group in Europe, and one of the largest groups world-wide of social scientists working on health. We use multidisciplinary and multi-method approaches to generate new knowledge to improve health in specific contexts and inform transferability of approaches across contexts. We engage with people, policymakers and service providers to ensure our research is inclusive, relevant, and informs policy and practice.

Our research, teaching and consultancy are inter-disciplinary, encompassing anthropology, economics, epidemiology, geography, history, international relations, mathematics political science, psychology, public health medicine, sociology and statistics.

PHP is made up of three departments:

- Department of Global Health and Development which focuses on health policy and systems research, economic evaluation, gender violence and violence in childhood, and medical humanitarianism, all primarily in low and middle income settings.
- Department of Health Services, Research and Policy which focuses on improving the quality, organisation and management of health services and systems.
- Department of Public Health, Environments and Society which focuses on the social and environmental influences on health and how these are addressed.

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Department of Health Services Research and Policy (HSRP)

The aim of the Department is to carry out research that helps to improve the quality, organisation and management of health services and systems. This work covers the three essential stages required to improve health care at the service, organisational and national level:

- studies to establish the most effective practices and policies, including how care can be best organised and delivered
- research assessing the quality of existing services and policies
- establishing how services and policies can be improved to achieve more resilient systems.

We conduct research aiming to understand how health services and systems behave, alongside applied research to support clinicians, managers, and policymakers. Our work brings together a wide range of methods, including quantitative evaluation, policy analysis and qualitative studies, and teams from a wide range of disciplines.

In addition to running a large number of research projects, we also run the Clinical Effectiveness Unit at the Royal College of Surgeons of England and support a similar unit at the Royal College of Obstetricians & Gynaecology.

HSRP is home to the National Institute of Health Research (NIHR) Policy Innovation and Evaluation Research Unit (PIRU) and the Policy Research Unit in Health and Social Care Systems and Commissioning (PRUComm); we are also partner in the Quality Safety and Outcomes Policy Research Unit (QSO PRU) and host one of the two UK offices of the European Observatory on Health Systems and Policies.

While most of our research focuses on high-income countries, the UK in particular, an increasing portfolio of work addresses health system challenges in low resource settings, with a focus on mental health and non-communicable diseases, with close links to the LSHTM's Centre for Global Chronic Conditions.

We host the Journal of Health Services Research & Policy. The journal presents the latest scientific research, insightful overviews and reflections on underlying issues, and innovative, thought-provoking contributions from leading academics and policymakers.

Publications by department staff can be found in the School's online publications repository.

Main Duties and Responsibilities

Project Administration

- 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 project budgets for a large number of projects, maintaining accurate financial records and supporting the 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 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.

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 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.
- Work with the Project Managers and Research Finance Office to complete detailed financial reports for submission to funding organisations, ensuring these are delivered on time.
- 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.

Human Resources

- Support in the induction of new staff members to the project team, particularly in ensuring that they are familiar with safety requirements and fire procedures.
- Be responsible for visitors to the project, ensuring that any necessary permissions are sought prior to visitors' arrival, and that while in the building, 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.
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- 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 the Project Manager or the Department Manager.
- Prepare Contract Variation Forms to alter staff allowances or working location.

Communication and Events

- Develop good working relationships with internal staff at LSHTM, including Research Finance Office, HR and Finance both in person and by using emails, MS Teams, Zoom and other formats as appropriate.

- Support effective communications across project teams, including with external colleagues, partners and other stakeholders, including dealing with routine enquiries, responding to general emails or following up correspondence.

- Take the lead with organising project meetings, both face-to-face and virtual, and assist with the arrangement of occasional large-scale meetings/events, including drafting agendas, taking minutes, liaising with Catering and Events teams and providing information to potential visitors.

- Write internal newsletters or mail-outs, for example Project or Group newsletters.

- Support the relevant Project Manager and Communications Officer in the maintenance of project web page/sites and collating information for newsletters and other external communications.
- Liaise appropriately with patients, carers and members of the public in relation to Patient and Public Involvement and Engagement (PPIE) initiatives and activities.

- 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, 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.
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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).

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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.

Competency	Evidence	E / D
Education, Qualifications and Training	• Higher education to degree level or equivalent or substantial relevant experience.	E
	• Evidence of continuous professional development including attendance on internal or external training and development programmes.	D
Experience	• Significant relevant experience of providing high-volume proactive administrative work for projects and/or research projects in Higher Education (or similar environment) and working closely with senior staff members.	E
	• High level of numeracy and experience of financial processing.	E
	• Excellent organizational skills and the ability to set up and maintain accurate and up-to-date computer and other record keeping systems.	E
	• Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision.	E
	• Proven ability to understand and communicate / explain information (e.g. organisational policies, processes and funder terms and conditions) to others and to respond to a range of queries.	E
	• Experience of planning and providing proactive support for meetings and/or events booking rooms/travel/accommodation, including preparing papers, taking and writing up minutes.	E
	• A high degree of computer literacy and proficiency in the use of computer software, such as Word, Excel, PowerPoint and SharePoint.	E
	• Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format.	E

Knowledge	• An understanding of academic research and funding within higher education.	E
	• Interest in health and social care policy.	D
General		E
	• Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural environment.	
	• A collaborative and flexible approach with evidence of ability to work independently and as part of a team.	E
	• Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively.	E
	• Commitment to embedding LSHTM's values in everyday working practices.	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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Salary and Conditions of Appointment

The post is part-time or full-time 28 - 35 hours per week, 0.8 - 1.0 FTE and fixed term until 31 January 2027. The post is funded by the NIHR and is available immediately. The salary will be on the Professional Services salary scale, Grade 4 in the range £34,011 - £38,198 per annum pro rata (inclusive of London Weighting). The post is based in London at LSHTM.

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 job classification, salary or qualification 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.

Date compiled: October 2024

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