

JOB DESCRIPTION



Job Title: Assistant Project Manager (Senior) Capital Projects
Department: Project Management Office
Faculty/Professional Service: Central Service
Location: Keppel Street, London
Reports to: Senior Project manager (Capital Projects)
Full Time/Part Time/Casual: Full-time
Grade: Grade 6
<p>Overall Purpose of the job: The PMO was formed in summer 2017, with the purpose of providing efficient and effective management of project and programme functions. The PMO is the primary function for the delivery of change projects within the School, including Estates, IT, business change, programme and project management, people management, relationship management, financial and quality aspects.</p> <p>The APM (Senior) will be an important delivery focused member of the PMO team, reporting to the Estates Senior Project Manager, delivering projects within the LSHTM's capital investment programme, and providing the highest quality and best value facilities available within the approved budget, project, programme, timescale and statutory frameworks. The APM will have a several years' experience in developing an Estates Project delivery portfolio, having successfully completed projects in their own right.</p> <p>The APM (Senior) will be responsible for specifying, managing, and delivering assigned Capital and Estates projects valued from £150k to £10m, by ensuring effective project plans are realised and risks, issues, budgets, quality, scope and internal communications are actively monitored and managed. The APM will also contribute towards the service delivery of the Central PMO, adhering to project and programme management best practices.</p> <p>As an active member of the PMO, the post holder will be expected to influence the quality of the service and the way in which the service is delivered.</p> <p>The post holder will assist Central PMO management and colleagues with short and long-term project work through research, analysis and by taking ownership of specific assigned work activities with a focus on continually improving outcomes, the post holder will develop and use best practice to deliver services, applying theoretical knowledge and skills within a practical and complex work environment.</p> <p>The post holder will have excellent organisation and interpersonal skills and able to command the trust and confidence of stakeholders at all levels. The ability to think ahead and demonstrate effective problem solving skills is essential, as is the ability to prioritise conflicting tasks and a challenging workload. The ideal candidate will have experience in the Higher Education Project Management sector and a genuine commitment to making a positive impact.</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

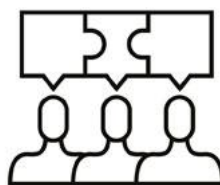
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

London School of Hygiene and Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. 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.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 70,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2019 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, first in Europe for publishing open access research, and first in Europe and eighth in the world for research impact in sciences (for the proportion of its total publications ranking in the top 10% of most cited research).

In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health. We ranked 27th for medicine in the 2019 QS World University Rankings.

In the 2019 Shanghai World Ranking we placed 201-300 overall, and ranked 4th in public health (1st in the UK), 17th in clinical medicine, and 76-100 in human biological sciences. In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates.

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

Main Duties and Responsibilities

Communications

- Communicating (both verbally and in writing) across a diverse community of senior stakeholders, good networking and influencing skills. Stakeholders include Professional Support Services colleagues, Faculty Operating Officers and academics, Estates, IT & PMO functional areas, as well as members of School's Management Board and other groups and committees
- To produce and manage project related communication materials (reports, papers, briefings and other documentation) for a range of audiences for the purpose of sharing information and providing project updates.
- Developing and maintaining an internal communications system to ensure that project staff and collaborators are regularly informed about the objectives, activities and outputs of the project in order to ensure milestones are feasible and are met.
- To provide support to senior colleagues in managing ongoing consultation and engagement with stakeholders through a variety of channels
- Communicating work and purpose of PMO to a diverse audience, whether through professional services market place, or advising colleagues across School with the progression of project work.
- Provide status updates and reports to a variety of stakeholders and project boards
- Provide look ahead and other information in conjunction with contractors to ensure project disruption is kept to a minimum for LSHTM BAU
- Plan and execute effective communications for defined projects that utilise an appropriate range of communications channels.

Teamwork

- Work within the PMO team to manage delivery of Capital Estates Projects
- Develop and maintaining effective working relationships with all colleagues within the Central PMO and other key contacts, internally and externally, at all times
- Facilitate meetings with the project teams / working groups, on both a group and individual basis, drawing on ideas to help aid the achievement of goals and the development of the team.
- Support the direction of the project by actively managing relationships with stakeholders. Attending and/or contributing to working and steering groups and other project meetings as required
- Contribute pro-actively to tasks, motivating those both in the project and the wider team to develop efficient and effective ways of managing the project and suggesting innovative new processes or ideas.
- Be a pro-active team member, playing a full part in meetings and events, as appropriate and required
- Work with project teams to organise project events and workshops (e.g. stakeholder consultations, focus groups).

Liaison and Networking

- Maintain excellent relations with colleagues across the School and with external partners. Maintaining professional interactions at all times with all

project stakeholders and colleagues.

- Develop working relationships with senior stakeholders and ensuring project sponsors are engaged with the PMO and understand the remit of their work
- Networking ability and utilising good influencing skills with internal partners to achieve effective business and project outcomes.
- Liaise with end users and other stakeholders throughout the project process from inception to post completion reviews, identifying, addressing and resolving differences between individuals and interest groups involved in the project.
- Disseminate communications and other correspondence to internal and external partners in relation to different project streams, policies or procedures and other key areas of work
- Act as a point of contact or project lead for different work streams/projects to facilitate effective outcomes
- Lead and direct teams of external consultants working closely and collaboratively with the team, the contractor and with users within the School to deliver projects.
- Liaise with internal partners to achieve effect roll out of the Estates masterplan and Estates Strategy, which may include establishing working groups and other forums
- Support colleagues in developing and maintaining relationships with wider stakeholders, including (where necessary) media, Statutory bodies, policy- makers and academics.

Service Delivery

- Work within the PMO team to manage delivery of Estates and Capital projects between the values of £150k to £10m.
- Manage delivery of multiple projects from inception to completion and review in accordance with established procedures adopted by the PMO and Estates Departments closely aligned to the principles of PRINCE2 and RIBA methodology.
- Deliver projects on time, to an agreed cost plan, and to an appropriate standard.
- Manage project budgets, keeping full records of project spend, working with colleagues in PMO, to reconcile spend against LSHTM's financial records.
- Prepare progress and exception reports on projects for the PMO
- Initiate contact with internal and external partners to enhance systems and processes where necessary
- Ensure that projects comply with all relevant legislation and Schools policies.
- Appoint contractors and external consultants in line with the LSHTM procurement policies and regularly review their performance by monitoring KPIs.
- Commission and manage feasibility studies/Investigations to develop project scope and specifications in line with the business needs of LSHTM.
- Create business cases for new projects in line with the capital planning procedures, where necessary work with the Finance department to set new projects up on the system providing a budget breakdown and agreed approvers.
- Assist Consultants and Contractors with performance and technical

issues in delivery of projects e.g. site matters, department interface and building specific related matters

- Supervise contractors to ensure that they are operating the Permit to work system. Ensuring that works and services are carried out in accordance with best practice and in compliance with current statutory Health & Safety legislation
- Work with Contractors management teams, LSHTM safety and PMO team, to ensure a robust approach to safety, management and inspections is implemented, and ensure work is stopped should there be unsafe work practices with potential risk to life

Decision Making

- Responsible for deciding on the effective delivery method of projects within the constraints of the PMO guidance
- Identify, manage and document risks throughout projects, using established formats for risk matrices. To plan and implement responses to risks.
- Manage and monitor and initiate project expenditure in liaison with the relevant financial managers and in accordance with the project's budgetary plan and relevant financial and regulatory requirements. Working to the role's authorisation level.
- Adapt to working both autonomously and collaboratively in different work streams, making effective business decisions either individually or part of a wider group as required

Planning and Organising

- Produce and maintain project plans and risk mitigations for all active projects and contribute to planning, risk and issue management of the PMO project portfolio.
- Ensure that projects are well documented in an accessible and auditable format
- To ensure all elements of the project have appropriate administrative support and provide guidance where needed;
- Using project planning techniques and software, to ensure every project has a documented and achievable project timeline, with key milestones and work streams identified, and therefore manageable
- On a day-to-day basis, determining priorities for own workload in order for the project to run effectively
- Manage the compilation of information and preparation of reports for applicable projects.

Initiative and Problem Solving

- Being able to make decisions based on knowledge of school's strategic position, requirements of the project through the project brief, the school's legal and operational requirements, and to be able to understand the impact of any decision made.
- Proposing creative and innovative ideas to problem solving a range of complex business issues
- Ability to use initiative to formulate a project plan and deliver against the approved project objectives

Analysis and Research

- Perform analysis of project data, presenting findings accurately and appropriately to support project proposals.
- Collating and analysing information as required, ensuring accuracy and delivering to agreed timescales

Additional Information

- Contribute to the development of processes of team working in a culture of continuing improvement and good practices.
- Undertaking other general administrative work as necessary.
- Demonstrate the School's values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirement.
- Taking responsibility for your continuing professional and personal development.

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"> Hold an undergraduate degree or have demonstrable and appropriate practical experience 	E
	<ul style="list-style-type: none"> Hold a recognised professional project management qualification, or have appropriate practical experience 	E
	<ul style="list-style-type: none"> Recently qualified or working towards a relevant construction related qualification, Building surveyor/ Architect or equivalent 	D
Experience	<ul style="list-style-type: none"> Experienced in managing building or refurbishment projects, ideally in an HE environment 	E
	<ul style="list-style-type: none"> Demonstrable project management skills which evidence a high level of organisational and operational planning skills, including the ability to manage a varied and heavy workload 	E
	<ul style="list-style-type: none"> Experience of managing a project lifecycle and project implementation in a project management environment 	E
	<ul style="list-style-type: none"> Experience managing and reporting project budgets 	E
	<ul style="list-style-type: none"> Experience of negotiating and working with professional consultants 	E
	<ul style="list-style-type: none"> Experience of achieving quality and value for money in construction projects 	E
	<ul style="list-style-type: none"> Experience delivering project works to tight programmes 	E
	<ul style="list-style-type: none"> Working with Project team and key project stakeholders to track and report project status and progress 	E
	<ul style="list-style-type: none"> Proven understanding of risk management reporting and mitigation strategies 	E
	<ul style="list-style-type: none"> Administration experience, organising and servicing meetings and formal committees and communicating with a wide range of people 	D
	<ul style="list-style-type: none"> The ability to absorb user requirements and successfully apply these to scoping / specification documents 	D

Knowledge	<ul style="list-style-type: none"> Proven awareness of the principles of PRINCE2 project management or similar methodology 	E
	<ul style="list-style-type: none"> Knowledge of the law governing construction and maintenance activities, and statutory bodies. 	E
	<ul style="list-style-type: none"> Knowledge of relevant legislation that can impact on project delivery (including Building, Construction Design and Management Regulations, and Health and Safety). 	E
	<ul style="list-style-type: none"> Understanding of relevant building/construction contracts and their application 	E
	<ul style="list-style-type: none"> Knowledge of contract administration 	E
	<ul style="list-style-type: none"> Understanding of the construction and maintenance issues relating to listed buildings 	D
	<ul style="list-style-type: none"> Awareness of Higher Education structure and its governance process 	D
General	<ul style="list-style-type: none"> Ability to use initiative and work autonomously whilst also being able to contribute effectively in a team environment 	E
	<ul style="list-style-type: none"> Ability to apply intellectual rigor and understanding, analyse, interpret, explain and summarise complex data and issues in a logical manner 	E
	<ul style="list-style-type: none"> Ability to think ahead and demonstrate effective and creative problem solving skills 	E
	<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to adapt oral and written communication methods and styles to suit the audience 	E
	<ul style="list-style-type: none"> Good standard of IT skills, including Microsoft Word, Excel, PowerPoint and databases 	E
	<ul style="list-style-type: none"> Ability to build and sustain effective professional working relationships within the team and across the wider business environment 	E
	<ul style="list-style-type: none"> Ability to manage conflicting priorities in a changing environment, meet deadlines, and handle time critical situations. 	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: Jan 2025

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. 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.