

# JOB DESCRIPTION



<b>Job Title:</b> Department Manager (Maternity Cover)
<b>Department:</b> Public Health, Environments and Society
<b>Faculty/Professional Service:</b> PHP
<b>Location:</b> Tavistock Place 2
<b>Reports to:</b> Niki Jones
<b>Responsible for:</b> Team of thirteen staff (eight direct reports)
<b>Full Time/Part Time/Casual:</b> Full Time
<b>Hours</b> ( <i>if less than full time</i> ):
<b>Grade:</b> Grade 6
<b>Overall Purpose of the job:</b> Department Managers are responsible for the operational management and the management of resources within designated departments. They will work closely with and be line managed by the Faculty Operating Officers to ensure School strategic priorities are implemented. Department Managers are members of their academic department(s) and are accountable to the Head of Department(s). The Department Managers are responsible for the management and oversight of the department finances, research projects and staffing. They are responsible for the implementation and monitoring of department, faculty and school policy and procedure at department level. They will be the first point of contact for department matters relating to research projects, Human Resources, Finance, and space.  The post-holder will line manage the project administration teams and other administrative staff within the department, and have an oversight of the administration needs of the department, working closely with the Head of Department to ensure an excellent service is provided. Department Managers will be required to review administrative systems and processes, implementing and embracing continuous improvements as and where necessary.

## 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

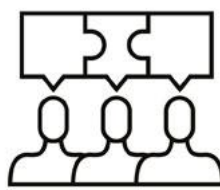
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## Faculty 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.

We actively work to embed the principles of equity, diversity and inclusion (EDI) within Faculty practice, policies and processes.

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.

### **Department of Public Health, Environments and Society (PHES)**

The Department of Public Health, Environments and Society (PHES) focuses on the social and environmental determinants of health and the evaluation and analysis of public health policies and interventions.

We have a strong multi-disciplinary focus, with researchers from the fields of epidemiology, health economics, health promotion, history, international relations, geography, mathematical modelling, medicine and ethics, political science, sociology, anthropology and statistics, among others. Our research programme includes work in both high and low income countries, and integrates environmental, social and policy issues at international, national and local levels.

General research interests and strengths include drugs, alcohol, violence and health behaviour; globalisation; public health history; sexual and reproductive health; food and transport systems; HIV and other infectious diseases (including COVID-19); young people's health; evaluating the health impacts of social and public health interventions; the commercial determinants of health (CDOH); built environments and health; and environmental epidemiology, planetary health and climate change.

We have more than 30 research students working towards PhD and DrPH degrees across the breadth of our research interests. Staff also contribute to the school's Master's Degree Teaching Programme, in particular the MSc Public Health.

## **Main Duties and Responsibilities**

### **Research project oversight**

- Maintain oversight of all research projects within the department (£38,491,801), particularly from a financial perspective, providing advice to project staff and academics and making decisions on how complex projects should be managed.
- Monitor performance and risk using the Research Project RAG Reports, ensuring these are kept updated and auditable, and proactively dealing with issues that arise.
- Oversee, guide and advise on applications for research funding, and the research costing process, maintaining up to date knowledge and expertise in this area and ensuring financial sustainability.
- Work closely with Principal Investigators (PIs), project administrators and the Research Finance team in leading the resolution of any issues that arise in the operational management and delivery of research projects, resolving these promptly and to the satisfaction of colleagues and funders.

### **Staff and HR management**

- Lead and manage the professional services team within the department, ensuring consistency and quality of support to research projects and academic colleagues.
- Proactively manage project allocation within the team to ensure fair and consistent workloads, including identifying when additional resource is required and making a financial case for new posts.
- Recruit, train and develop professional services staff, bearing in mind succession planning and professional development, as well as consistency of knowledge and performance.
- Proactively manage performance within the team, providing support where needed and engaging with academic colleagues to ensure that professional services staff are empowered to work effectively.
- Ensure that HR processes in respect of recruitment, payroll, contracting and redundancy are embedded and followed throughout the department.

### **Financial management**

- Manage the department's financial accounts, including the 'research support' accounts belonging to individual PIs and research groups, ensuring that spending remains within budgets and in accordance with LSHTM's financial regulations.
- Participate in the annual budget round, drafting departmental budgets and contributing to faculty budget setting through the proactive management of departmental staff and non-staff costs, as well as research project income.

- With the Head of Department, develop and maintain clear guidance for the allocation and usage of departmental funds to fund activities such as conference attendance, ensuring this is fair and equitable.

### **Relationship management and collaboration**

- Build strong relationships with staff in the department, gaining trust and confidence as the operational lead and the point of referral for complex issues that may arise.
- Understand the needs and concerns of academic staff in respect of the management of their grants, and manage expectations where necessary to promote smooth and productive relationships between academic and professional services staff in the department.
- Build strong relationships with key teams and colleagues in central services, including Research Operations, Finance and HR, and encourage sharing of knowledge and best practice between these teams and staff in the department.

### **Space management**

- Manage the department's space allocation, ensuring that there is sufficient desk space, IT and equipment provision to enable staff and doctoral students to work effectively.
- Ensure that Safety requirements are being met in respect of departmental space, and that all staff and doctoral students in the department have had appropriate induction and training in this regard.

### **Strategic and operational planning**

- Work with the Head of Department to set strategic direction for the department, in line with LSHTM's strategy and values.
- Lead on operational planning and delivery for the department, ensuring that objectives are met and activities are delivered on time and within budget.
- As a member of the Faculty Operational Management Team (FOMT), work closely with the Faculty Operating Officer, other DMs and operational leads to contribute to and deliver the faculty's operational plan.

### **Process monitoring and improvement**

- Proactively implement, monitor and review processes in the department, aiming to ensure processes are efficient, practical and straightforward.
- Ensure staff receive training as needed when processes are introduced or amended, and are given the opportunity to raise queries or concerns and share best practice.

- Actively engage in process improvement projects within the faculty and wider School. This may include leading or contributing to Task and Finish Groups and/or Working Groups, working closely with staff in central services and the other faculties.
- Work closely with the other Department Managers to share best practice and ensure consistency of process and approach across departments/faculties.

#### **Department-specific requirements**

- Be an active member of the Department Management Committee (DMC), and produce a detailed monthly report for the committee highlighting issues to be discussed around finances and staff contracts/funding.

#### 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> </ul>	E
	<ul style="list-style-type: none"> <li>Evidence of continuous professional development including internal or external training and development programmes.</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial relevant experience in a Higher Education institution or similar environment.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Evidence of providing effective leadership in a team or project.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of effective budgetary management and control, and ability to understand and produce financial costings and reports.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of contributing to operational and/or strategic planning.</li> </ul>	D
	<ul style="list-style-type: none"> <li>Demonstrable experience of managing research projects in an academic environment and working closely with academic staff.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to manage own workload and that of others, planning, delegating and prioritising tasks to meet deadlines.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of recruiting, supervising, training, developing and managing individuals effectively.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of introducing and monitoring compliance with policies, procedures, processes and systems.</li> </ul>	E

	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format and draft documentation.</li> <li>• Experience or knowledge of space planning and allocation.</li> </ul>	<p>E</p> <p>D</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the issues connected to academic research and funding within the Higher Education sector.</li> <li>• Good understanding of research project administration and management for the full research grant life cycle</li> <li>• High standard of IT skills, including knowledge and experience of management information systems, databases, and financial reporting tools.</li> <li>• Financially literate with sound knowledge of budgeting and costing methodologies and resource management concepts.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills including the ability to influence and build effective working relationships with colleagues, other teams, partners, external organisations, stake-holders and internal and external contacts at all levels.</li> <li>• A collaborative and flexible approach with evidence of ability to work independently with minimal supervision and as part of a team/leading a team.</li> <li>• Proven ability to pro-actively use initiative, judgement and creativity to solve problems and to propose and implement ways of working more efficiently or effectively.</li> <li>• Display a professional attitude towards colleagues, students and others at all times and in all communications.</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

## Salary and Conditions of Appointment

The post is full-time 35 hours per week, 1.0 FTE and fixed term until 30 April 2026. The post is funded by the faculty and is available from 01 July 2025. The post is open to secondment.

The salary will be on the Professional Services salary scale, Grade 6 in the range £45,097 - £51,156 per annum (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. The post is based in London at LSHTM.

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 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: February 2024