

JOB DESCRIPTION



Job Title: Research Funding Officer x3
Department: Strategic Research Office
Faculty/Professional Service: Central Service
Location: London
Reports to: Research Funding Manager
Full Time/Part Time/Casual: Full-time
Grade: Grade 5
Overall Purpose of the job: The Research Funding Officer is a member of the pre-award team supporting the coordination and submission of a portfolio of research funding applications made by LSHTM, working closely with academics and professional services staff in the three faculties to support budget development through Worktribe, the schools grant management system. This is a busy varied role which requires the post holder to: provide advice on the costing and pricing of research funding applications; provide guidance on internal processes and funder submission systems; manage a portfolio of grant applications; own the electronic funding submissions for their given portfolio; liaise with colleagues in post-award and research contracts teams; and provide an efficient service to academic and professional services staff in the faculties.

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

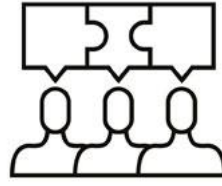
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

The London School of Hygiene & 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 £140 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. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) have been studied by more than 300,000 participants globally.

The School performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. 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 21st for medicine in the 2018 QS World University Rankings.

In 2017, the inaugural Centre 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 ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

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.

Main Duties and Responsibilities

1. Support the Research Funding Manager by managing the administrative processes associated with the research grant lifecycle and proactively promoting good research grant management practice aligned to School policies and procedures.
2. Carry out a range of pre-award responsibilities, including:
 - a. providing advice and assistance on interpreting funders' terms and conditions
 - b. develop research budgets alongside academic and professional services staff
 - c. providing advice and guidance on costing and pricing in line with LSHTM policies
 - d. financial assessment of application budgets ensuring they are costed and priced in accordance with TRAC and FEC methodology in parallel with funders' terms and conditions and from the perspective of LSHTM.
 - e. owning all research applications within the given portfolio and actively adding value to the application process.
 - f. management of the online submission of applications on behalf of LSHTM
3. Ensure processes are carried out on a timely basis, accurately and in accordance with LSHTM's policy and funder requirements.
4. Take responsibility for the accurate and complete entry of project data into the LSHTM's Worktribe research management system.
5. Proactively identify problems at an early stage and resolve or refer them as appropriate.
6. Keep abreast of developments in the external research environment (policy, funders) that will impact on LSHTM's research administration processes and/or research funding activities.
7. Build strong relationships with the academic and Professional services staff within the Faculties, departments and central services.
8. Provide specialist expertise on key UK, EU, or overseas research funders.
9. Ensure that the School builds and maintains good relationships with key funding bodies through resolving pre-award issues.
10. Participate in relevant internal professional networks and disseminate information to academic and professional services staff.
11. Proactively provide high quality advice to researchers and professional services on pre-award matters
12. Work with colleagues across LSHTM to streamline and improve research management processes and contribute to pre-award training workshops for faculty staff.

13. Contribute to and support the development of LSHTM's Worktribe Research Management system.
14. Undertake any other duties as reasonably delegated by the Research Funding Manager.
15. Manage own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation.
16. 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 requirements.

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, or equivalent work-related relevant experience 	E
Experience	<ul style="list-style-type: none"> Demonstrable experience of complex research budgets and project lifecycle 	D
	<ul style="list-style-type: none"> Experience of working in a finance or professional service role, ideally within Higher Education or a similar project based, charity or research institute 	E
	<ul style="list-style-type: none"> Experience of providing informal and formal guidance and training, contributing to developing written guidelines and/or training materials 	D
	<ul style="list-style-type: none"> Evidence of developing and improving systems and processes 	D
Knowledge	<ul style="list-style-type: none"> A knowledge and understanding of grant funded research, including grant costing and pricing concepts (FEC) and a good understanding of the funding environment for research both in the UK and internationally 	E
	<ul style="list-style-type: none"> Knowledge and practical experience of constructing budgets, using electronic costing systems such as Worktribe together with the ability to understand and analyse financial information 	E
	<ul style="list-style-type: none"> An understanding of organisational processes required for pre-award grant administration 	E
General	<ul style="list-style-type: none"> Excellent organisational and planning skills including proven ability to work unsupervised, organise and prioritise a changing deadline driven workload, whilst maintaining accuracy 	E
	<ul style="list-style-type: none"> Excellent interpersonal and numeracy skills and the ability to communicate complex information to non-specialists and a range of stakeholders both internal and external to the organisation 	E

	<ul style="list-style-type: none">• Strong IT skills including Excel, Database software and Teams including the ability to quickly learn how to use new systems	E
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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: Apr 2025

Salary and Conditions of Appointment

The post is fixed term for 3 years and full-time 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £39,432 - £45,097 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.