

# JOB DESCRIPTION



<b>Job Title: Project Coordinator</b>
<b>Department: Department of Infection Biology</b>
<b>Faculty/Professional Service: ITD</b>
<b>Location: Keppel Street</b>
<b>Reports to: Department Manager</b>
<b>Responsible for: N/A</b>
<b>Full Time/Part Time/Casual: Full-Time</b>
<b>Hours (if less than full time):</b>
<b>Grade: Grade 5</b>
<b>Overall Purpose of the job:</b> The post-holder will be responsible for providing efficient administrative, logistical and financial support from set up to closure; a portfolio of research projects which may have multiple overseas collaborators or complex funder requirements. The post-holder will develop a good understanding of the funder terms and conditions for the project(s) providing sound advice and ensuring compliance to these and the school policies and procedures, including the Financial Regulations. The post-holder will be a member of the Department administration team and be accountable to the Principal Investigators within the Department.

## 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

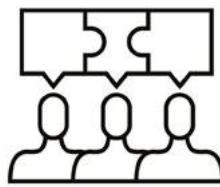
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## **FACULTY/DEPARTMENT INFORMATION**

### **Faculty of Infectious and Tropical Diseases**

The vision of the Faculty of Infectious and Tropical Diseases is to deliver outstanding contributions to reduce the evolving disease burden related to infections and global health inequity. The range of disciplines represented is broad, including all laboratory-based research at LSHTM's London campus, and encompassing a “bench to boardroom” portfolio with research approaches from fundamental biology through clinical research to impact on policy and practice. It is headed by **José Bengoechea**, who is **Professor in Microbiology and Infectious Diseases**. The spectrum of diseases studied is wide; our main research interests include vector-borne diseases especially malaria; respiratory diseases including tuberculosis and bacterial pneumonia; enteric infections; HIV and other sexually transmitted infections; neglected tropical diseases including trachoma, leishmaniasis, schistosomiasis and trypanosomiasis; vaccine development and evaluation; and the prevention of blindness. The Faculty is organised into three research departments comprising: Clinical Research, Disease Control, and Infection Biology. Interdisciplinary research is a major strength, and we encourage collaboration between scientists in different research areas. The Faculty has close links with colleagues and collaborators in more than 100 countries. Our teaching programme includes MSc courses which are module in structure, both intensive taught in London and by distance learning; a variety of short courses and an [active doctoral programme](#) (PhD and DrPH). For further information on the Faculty see [here](#).

#### ***Department of Clinical Research (Head: Professor Dave Moore)***

The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department's main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

***Department of Disease Control (Head: Professor Mary Cameron)***

The Department of Disease Control is a multidisciplinary, cross-cutting department, operating in a global context and committed to excellence in research, innovation, learning and engagement. We have an outstanding reputation for internationally competitive research and teaching excellence, with demonstrable impact in the control of diseases, worldwide. Our diverse scientific staff comprises entomologists, epidemiologists, mathematical modellers, geographers, public health engineers, hygiene specialists, social scientists, engineers, statisticians and clinical scientists. We also have a strong team of project administrators, coordinators, managers, and communication specialists, who provide expert support to our research programmes in the UK and overseas. We are a highly collaborative Department, with extensive partnerships and collaborations with researchers from many countries and organisations around the world, as well as internally, with multiple School Departments. Our work cuts across several School Centres such as the Vaccine Centre, the Malaria Centre, Centre for Evaluation and the MARCH Centre.

Our staff play influential roles as consultants and key advisors to organisations including the WHO, CDC, Malaria Consortium, Public Health England, Department of Health, DFID, Bill and Melinda Gates Foundation, the Royal Society, Research Councils, Academy of Medical Sciences, the World Bank, Governments and private sector manufacturers and innovators, amongst many others. Our range of expertise provides us with an impressive set of tools for addressing the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in low- and middle-income countries. Much of our research is directed at current health policy issues and addressing gaps between policy and practice.

***Department of Infection Biology (Head: Professor Martin Hibberd)***

The Department of Infection Biology brings together pathogen molecular biology and immunology and infection research across the School. The Department benefits from state of the art facilities and strong collaborations, many of which are with partners in disease endemic countries.

We study the molecular biology and genetics of pathogens and interaction with their hosts, to improve understanding and control of infectious diseases and to understand the complex and dynamic ways by which pathogens modulate virulence and interact with the human host. Such a holistic approach will vastly increase the scope for the rationale of design of long-term intervention strategies to reduce the burden of infectious disease. In recent years such a mission has been significantly enhanced by the availability of whole genome sequences. The Department is involved in several pathogen genome projects, and post genome studies which facilitate understanding of complex parasites. The interpretation and exploitation of this basic information is the platform for numerous new avenues of research on pathogenesis, epidemiology and the evolution of virulence.

Our research in immunology and infection centres on analysis of the host response to infection at the molecular, cellular and population levels. The goals are to develop a greater understanding of basic mechanisms of immunological protection versus pathology, and to apply this knowledge to the development of immunological interventions and the identification of correlates of immune status. Our work involves application of state of the art cellular and molecular approaches to the in vitro analysis of pathogen-host cell interactions, to in vivo studies in models, and to the study of immunity at the population level in disease endemic areas. We also conduct translational research for the development and evaluation of diagnostic approaches to identify disease foci and monitor drug resistance

**Teaching**

LSHTM offers 20 one year full-time taught programmes leading to the Master of Science (MSc) degree of the University of London and the Diploma of the London School of Hygiene and Tropical Medicine (DLSHTM). The Faculty of Infectious and Tropical Diseases runs or contributes substantially to nine of these MSc programmes. In addition, the Faculty is

responsible for the three-month Professional Diploma in Tropical Medicine and Hygiene and the Professional Diploma in Tropical Nursing. The Faculty also offers a range of specialist short courses lasting usually one or two weeks. LSHTM offers a further six MSc programmes by Distance Learning, with the Faculty responsible for the MSc Infectious Diseases.

### **Research Training**

The School offers two doctoral training programmes. The MPhil/PhD degrees are designed for those who wish to go on to a full time research career. The DrPH is directed towards those who expect their careers to be more in the practice of public health.

## Main Duties and Responsibilities

The role holder will be expected to:

### Project coordination

- Oversee all non-scientific aspects of the project/ projects in the portfolio; including organising travel, visas, reimbursement of expenses, arranging project meetings, workshops and conference calls, ordering stationery, supplies and shipment overseas.
- Prepare and collate material for research grant applications; creating pFACT costings, completing funders' web-based forms and ensuring that applications are submitted according to the funding regulations.
- Identify funding opportunities for future research, and advise on internal and external guidelines and requirements.
- Develop and maintain information management systems for appropriate administration of the project(s); contributing to the strategic trajectory of projects and sustainability beyond the current grant lifecycle
- Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators.
- Identify or anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions; escalating when appropriate
- Act as a point of contact for funders in relation to the administration of projects where sub-contracts are held in the UK or overseas.
- Coordinate, and participate in, leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences.

### Finance

- Proactively manage the project budget(s), which may include budgets over a million pounds [where a PC will only be managing one project the specific budget amount can be included], maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
- Take independent decisions on budget, expenditure and staff funding using own knowledge in conjunction with written guidelines/checklists and templates.
- Understand and adhere to the school Financial Regulations and funder regulations.
- Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/ invoicing requirements and audits.
- Review financial reports submitted by sub-contractors/collaborators to ensure the expenditure is in line with the budget and funding regulations, keeping own records of budget vs expenditure for each collaborator.
- Provide financial management reports to the Principal Investigator, and advice on direction of spending and allocation of resources, including budget forecasting, interpreting trends/patterns and making predictions.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
- Work with Research Operations to complete detailed financial reports for submission to funding organisations, collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.

**Human Resources**

- Assist in the recruitment process for new staff members including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
- Pro-actively monitor staffing on projects, through staff forecasting and advise the Principal Investigator when funding shortfalls arise and work together to achieve a solution.
- Prepare Payroll Variation Forms (PVFs) to extend staff contracts and change funding or full time equivalent (FTE).
- Assist in the induction and training and of new staff or temporary administrative staff within the team.
- Support staff based overseas to operate effectively and in compliance with the school's human resources and financial policies and procedures.

**Communication**

- Maintain webpages, including updating project and output/work package information and other communications materials.
- Respond to requests from the school press office and other sources regarding press and other enquires.
- Contribute to drafting written non-scientific elements of annual reports, other documentation relating to the research project and communication, promotion and dissemination documents; such as newsletters.
- Keep an up-to-date list of staff publications and make researchers aware of open access publishing requirements.

**Other**

- Undertake visits to overseas sites [\[destinations can be listed if known\]](#) to attend meetings and workshops.
- 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, including the Department Manager.
- Take responsibility for additional tasks and projects where there is capacity.
- Adhere to Faculty and School 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 general activities of the Department and School that help to promote the objectives of the school.
- This list is not exhaustive and the post-holder will be expected to carry out duties in line with these responsibilities.

**Additional Information**

N/A

**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 of providing proactive administrative support in Higher Education (or similar environment) and working closely with academic staff members.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Significant experience of providing administrative/financial support for research projects.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Working knowledge of funder terms and conditions and Full Economic Costing (FEC) methodology.</li> </ul>	D
	<ul style="list-style-type: none"> <li>Proven ability to manage own work-load, organising and prioritising tasks to meet deadlines.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to monitor a budget and prepare accurate costings, projections and reports.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to understand and communicate/explain information (e.g. organisational policies and processes and funder terms and conditions) to others and to respond to a range of queries.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of planning and providing proactive support for meetings and/or events booking rooms/travel/accommodation, including preparing papers, taking and writing up minutes.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software</li> </ul>	E



	<p>packages.</p> <ul style="list-style-type: none"> <li>• Experience of establishing or developing systems or processes to manage information.</li> <li>• Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format.</li> </ul>	<p>E</p> <p>E</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of academic research and funding within higher education.</li> <li>• Financially literate with sound knowledge of budgeting and resource management principles.</li> </ul>	<p>E</p> <p>E</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills including the ability to establish and maintain effective working relationships.</li> <li>• A collaborative and flexible approach with evidence of ability to work independently and as part of a team.</li> <li>• Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively.</li> </ul>	<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

Date compiled: 2019-MT

## Salary and Conditions of Appointment

The post is full-time 1.0 FTE and is available as soon as possible until 01 July 2027 or 2 years from the start date. The salary will be on the LHSTM salary scale, Grade 5 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](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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).