

NETWORK MANAGER



Job Title: Network Manager
Department: Department of Global Health and Development
Faculty/Professional Service: Faculty of Public Health and Policy
Location: 15-17 Tavistock Place, London
Reports to: Clare Chandler
Responsible for: n/a
Full Time/Part Time/Casual: Part-time
Hours (<i>if less than full time</i>): 0.5 FTE
Grade: Grade 6
<p>Overall Purpose of the job:</p> <p>The IMPACT AMR Network is a transdisciplinary network of national and international researchers and stakeholders seeking to address key policy questions around antimicrobial resistance (AMR) mitigation investment priorities. The Network is UKRI funded for four years and expected to continue beyond this horizon. The Network Manager role is critical to the success of IMPACT AMR. They will be responsible for building, maintaining and fostering a multi-country community, creating platforms through which to achieve this, including developing and curating high profile events and a website, requiring a high level of scientific understanding as well as project management experience. The post-holder will be responsible for developing a comprehensive playbook for the Network which outlines IMPACT AMR's shared purposes and values, key metrics, workflows, responsibilities and overarching strategy. This will include taking strategic and operational decisions for all four planned workstreams as well as the day-to-day network management, financial management, administration of a flexible grant, management of subcontracted grants to 4 other UK institutions, communications, as well as supporting applications for future research and securing routes to the Network's sustainability.</p> <p>The successful applicant will be a scientifically capable, proactive, strategic and personable individual who will lead, manage and be responsible for the Network's platforms and all aspects of the administrative coordination and financial management of IMPACT AMR. They will devise and deliver engaging and informative content and work alongside internal and external stakeholders to produce summaries and briefs relating to the work of each of the four workstreams, seeking and incorporating feedback from the IMPACT AMR co-leads and workstream committees throughout. They will be experienced in running projects through the complete life cycle from funding costings for application, project set up, management, reporting, evaluation and closure, working closely with the Principal Investigator (PI), the co-leads and their institutions across the UK.</p> <p>Applicants must possess scientific expertise, ideally in the field of antimicrobial resistance, as well as experience of providing proactive administrative support of academic research, including proven ability to monitor budgets and prepare accurate costings, projections and reports; ability to use initiative and judgement to solve problems; to manage a busy workload; and work to a high level of accuracy and attention to detail. They must demonstrate excellent communication skills. Further particulars are included in the job description.</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

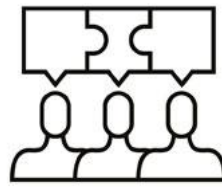
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

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.

The faculty is fully committed to the Athena SWAN Charter and holds a silver award.

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.

Main Duties and Responsibilities

Network Management

- Act as the first point of contact for the IMPACT AMR Network, promoting the goals, achievements, needs and value of the Network to its current and potential members and stakeholders and engendering buy-in and participation in programmes and initiatives.
- Create a comprehensive playbook for the IMPACT AMR Network, which outlines the Network's shared purposes and values, key metrics, workflows, responsibilities and overarching strategy, proactively seeking input from the Directors, co-leads, workstream committees and wider membership as required.
- Engagement with co-leads and workstream committees to develop and ensure delivery of Network activities, including ensuring Terms of Reference for workstream committees and supporting the development and sustainability of the Community of Practice of members more broadly.
- Planning and successful delivery of Network events both online and in person, including ensuring inclusion of all relevant parties in invitations, strategic running of event proceedings and good value for money in delivery.
- Managing relationships with the other 5 institutions of the leadership group – University of Edinburgh, University of Manchester, UKHSA, University of Dundee and Coventry & Warwickshire Hospitals Trust.
- Developing and managing relationships with 30+ UK and international Partners to the network including academic, industry, policy and practice institutions.
- Managing the External Advisory Group, ensuring clear terms of reference, appropriate frequency of meetings and timely reporting to the group.
- Identify, seek out and cultivate new members and establish new partnerships and collaborations.
- Create activities that meet the mission, vision and goals of the IMPACT AMR Network, devising themes, creating content, developing timelines and agendas, engaging speakers and overseeing event logistics (venues, travel and materials, hybrid technology) and day-of event implementation.
- Assist community members with adoption and use of community-supported technologies.

Project Management

- Contributing to the management and strategic development of the Network and assisting the Principal Investigator (PI) and the rest of the leadership group to ensure that project objectives are met on time, within budget, and in scope.
- Providing significant input into the short- and longer-term planning of the Network through helping to develop the scope, plan and budget for each year's activities, as a member of the Network's leadership group.
- Developing and maintaining a system to track progress of the Network and its committees, and to be able to report against objectives, activities, responsible parties, dates, and key milestones, ensuring that narrative and financial reports are submitted on time.

- Liaising with LSHTM Research Operations Office and/or Procurement Department to organise, sub-contracts with collaborators and consultancy agreements, as required.
- Establishing and maintaining good working relationships with other Networks in the UKRI AMR call and with UKRI as the funder.
- Coordinating and overseeing provision of reports and meeting notes/action points for collaboration and individual project meetings, including on budget and finances, and addressing arising questions regarding financial, governance or administrative matters.
- Coordinating the organisation and documentation of Leadership Group and Workstream Committee meetings.
- Exploring opportunities for public engagement and scientific communication of the project and key findings through social media and other outlets, including preparing and submitting additional proposals for funding and public engagement activities.
- Developing and maintaining a risk register for the project to help identify and manage potential risks to the project in a timely manner.

Financial Management

- Being responsible for the strategic management and control of budgets within the collaboration, liaising with LSHTM Research Operations Office and Finance Office, and ensuring all procedures are in line with LSHTM regulations.
- Liaising with collaborators and LSHTM Research Operations and Finance teams over arising administrative, expenditure and financial reporting to ensure smooth processes, including keeping up-to-date on the funder's requirements related to expenditure and reporting.
- Supporting the Research Operations Office to produce regular financial reports to the funder, and answering queries from the Research Operations Office, Finance, and the collaboration's management team on all budget matters.
- Being the primary source of advice to the PI on all matters relating to management and allocation of financial resources.
- Being responsible for drafting and updating the overall collaboration budget and those of individual projects, including reprofiling these budgets in light of project and funding changes, as needed.
- Developing and maintaining systems to monitor and forecast the project budget, and ensuring that key financial information can be provided quickly and efficiently, e.g. for budgeting, financial reporting, responding to funder and collaborator queries.
- Supporting the preparation of detailed research proposals relating to individual projects, including proposals required to secure additional project funding, in particular, budgets, project management arrangements, Gantt charts, etc.
- Adhering to all other LSHTM policies and processes.
- Coordinating the development of ToRs, preparing sub-contracts for collaborators and consultants, Managing Year and phase ends for each collaborating institution.

Monitoring & Reporting

- Developing, implementing and maintaining an appropriate mechanism for tracking progress of activities of the Network and of each Workstream and reporting against key milestones, targets, and deliverables.
- Developing, implementing and maintaining an appropriate mechanism for tracking the policy and practice impacts of the Network.
- Contributing to annual and any ad hoc progress reports to the funder, including impact case studies.
- Supporting the PI and other senior staff in preparation for regular meetings of the External Advisory Group.
- Ensuring that a strategy for equality, inclusion and diversity is established and followed, including in the participation of committees, event panels and the wider membership of the Network.
- Confidently and independently mitigate any problems that arise.

Internal Communications

- Liaising with the range of LSHTM departments relating to the effective operation of the collaboration, in particular, the Research Operations Office, Finance Department, Human Resources Department, Procurement Department, Communications and Engagement Department, and Research Governance and Integrity Office.

External Communications

- Lead development of the brand identity for IMPACT AMR, in close collaboration with the leadership group and funder.
- Generate a strategy to establish effective themes, templates and timelines for sharing content with community members and external audiences.
- Providing a readily available point of contact for enquiries from the funder, collaborators and the wide membership of the Network to include academics, policy and practitioner organisations as well as members of the public.
- Developing and maintaining a high quality website for the Network, with a view to sustainability.
- Generate use cases and workflows to inform website layout.
- Develop effective ways to display data to convey meaning for a range of audiences.
- Create, source and synthesise content as well as updating static content pages and archiving content as needed.
- Evaluate and modify content through selection, correction, condensation and organisation.
- Ensure the accessibility of all content, working with colleagues, suppliers and other key stakeholders to ensure this (eg for colour palates, captioning etc).
- Develop and manage lists of Network members, in line with GDPR requirements, in an efficient and user-friendly way.
- Liaison with the LSHTM communications team and the communications teams of other co-lead institutions and partner institutions for promotion of the Network.
- Develop a range of external communications materials for a wide range of stakeholders in the UK and internationally.
- Share and discuss the community's work, content and outcomes in front of diverse audiences in a variety of settings.
- Plan and share content on social media platforms, including adapting content and interactions to different platform norms.
- Create print, audio or visual products to share information.

<ul style="list-style-type: none"> • Receive, understand and convey often complex technical, scientific and procedural information intelligibly in a variety of formats, both written and oral, at strategic and operational level, for audiences of different levels and engagements (including specialist and non-specialist audiences).
<p>Initiative and Problem Solving</p> <ul style="list-style-type: none"> • Using initiative to solve standard problems by following set procedures/ guidelines, for example, responding to queries from the Principal Investigator, leadership group members, Partner institutions, and the Funder. • Determine when appropriate to escalate issues to the Department Manager, the Principal Investigator or someone with specialist knowledge. • Using initiative and creativity to identify and solve more unusual problems; interpreting school and funder policies and procedures and assessing the consequences of various courses of action.
<p>Other responsibilities</p> <ul style="list-style-type: none"> • Assisting with recruitment of Network project staff by helping to draft job descriptions and person specifications in line with the School's recruitment procedures • Operating as a full member of the Network's Leadership Group. • Identify and coordinate opportunities for professional development of Network members in transdisciplinary working • Attending and/or contributing to working groups, community and stakeholder groups, consultations and other meetings at Department, School and Faculty level as required as well as other external facing meetings. • Mentoring administrative staff in the Department as delegated by the Department Manager. • Providing cover during absence of other Professional Support Staff, including dealing with queries, attending meetings and making urgent decisions if required. • Contributing to general activities of the Department and School that help to promote the objectives of LSHTM. • Playing a wider role within GHD in initiate new projects/research income. • Support PI in data management and securely sharing data with external co-investigators. <p>This list is not exhaustive and the post-holder will be expected to carry out duties in line with responsibilities allocated by the line manager.</p>

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 relevant experience. Certified project management training, eg PRINCE 2. Substantial project management experience in either higher education or a health research setting Evidence of continuing professional development including regular attendance on internal or external training and development programmes. 	E D D E
Experience	<ul style="list-style-type: none"> Scientific expertise, ideally in research on antimicrobial resistance Proven experience of delivering high quality community / network management in an academic institution or similar setting Proven experience of managing complex research projects with multiple partners Proven experience of providing comprehensive and proactive high-level administrative support in Higher Education (or a similar environment). Proven experience of establishing or developing systems or processes to manage research-related and/or financial information (e.g. relating to project progress, research impacts, etc.). Excellent relevant IT skills, to include MS Office, in particular Sharepoint and Teams for external collaborations. Experience in the development and maintenance of websites. Experience of planning and delivering successful and engaging events both online and in person. Experience of developing and implementing communications strategies including social media 	E E E E E E E E E

	<ul style="list-style-type: none"> • Experience with developing and ensuring delivery on equality, diversity and inclusion strategies • Experience with supporting applications for academic funding within the HE and research sectors 	E D
Knowledge	<ul style="list-style-type: none"> • Knowledge of infectious diseases and public health research and policy approaches, in particular for antimicrobial resistance • Advanced financial literacy with sound knowledge of budgeting methodologies and resource management concepts • Knowledge of academic research and funding within the higher education and research sectors 	D E E
General	<ul style="list-style-type: none"> • Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format and to draft documentation. • Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision. • Proven ability to use initiative and judgement to anticipate and solve problems and to propose and implement ways of working more efficiently or effectively. • Excellent interpersonal skills including the ability to establish and maintain effective working relationships with all colleagues, and counterparts and academic staff in collaborating institutions, together with the ability to communicate effectively and negotiate at all levels. • Experience and ability to recognise and deal effectively with potentially sensitive situations, and able to exercise discretion in handling confidential matters. • Ability to organise their own work, and that of others, effectively to deadlines and exercise initiative and sound judgement. 	E E E E 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

Salary and Conditions of Appointment

The post is part-time 17.5 hours per week, 0.5 FTE and fixed term until 30 September 2028. The post is funded by the UKRI IMPACT AMR Network and is available from 01 October 2025.

The salary will be on the LSHTM salary scale, Grade 6 in the range £45,097 - £51,156 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 job classification, skill level, 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.