

# JOB DESCRIPTION



<b>Job Title:</b> Project Manager – NETOMA
<b>Department:</b> Global Health and Development
<b>Faculty/Central Service:</b> Faculty of Public Health and Policy
<b>Location:</b> 15-17 Tavistock Place, London
<b>Reports to:</b> Rebecca Williams, Department Manager
<b>Responsible for:</b> Eleanor Hutchinson (Principal Investigator) and Niki Jones, Faculty Operating Officer
<b>Full Time/Part Time/Casual:</b> Part-time
<b>Hours (if less than full time):</b> 0.6 FTE, 21 hours per week
<b>Grade:</b> Grade 6
<b>Overall Purpose of the job:</b>  The post-holder will have overall administrative management and financial responsibility for the £2.5 million Wellcome Trust funded project: “Not Enough and Too Many”  "Not Enough and Too Many" is a bold mixed-methods study across West, East and Southern Africa funded for 5 years by the Wellcome Trust under the Discovery Awards. By 2030, it is anticipated that Africa will face a shortage of nearly 6.1 million health workers. Simultaneously, approximately 700,000 health workers on the continent are expected to be without formal employment. Under current projections, this paradoxical surplus of health workers will comprise almost a quarter of Africa’s health workforce. It asks: what are the global, national and local contingencies that have led to the paradoxical surplus of doctors and nurses; what are the consequences for individuals and services; and how can we enable the incorporation of this surplus into health systems? Drawing together scholars and methods from anthropology and public health, it explores how unemployment, underemployment and precarious employment among health workers intersects with personhood and socio-economic relations; map the informal livelihood opportunities offered by pluralistic health systems; and examine the political economy underpinning policy on health worker employment in Uganda, Nigeria and Zambia. Our ultimate goals are to change narratives so that the paradoxical surplus of health workers takes its place as a critical issue in global health, and to support collaborations between academics, policy-makers, activists and health workers to reverse the trend.  The post-holder will report to the Department Manager, while remaining accountable to the Principal Investigator, Associate Professor Eleanor Hutchinson

## 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

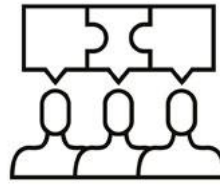
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## FACULTY/DEPARTMENT INFORMATION

The 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.

**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 Global Health and Development (GHD)**

The department conducts novel and policy-relevant research and training that concerns health issues with a global reach, predominantly from the perspective of low- and middle-income country development. There are approximately 100 staff and 80 research degree students, with total grants funding of over £30m spread over a range of funders including research councils, UK and overseas charities, the European Union, Department for International Development and others. Academic Staff come from a wide range of disciplines including; economics, epidemiology, mathematics, law, politics, social policy and policy analysis, sociology and anthropology and are grouped into two units and a number of thematic research groups. The post advertised would support staff within one or more of these research groups and would work as one of a team of project coordinators in the department.

## **Main Duties and Responsibilities**

### **Project Management**

- Contributing to the management and strategic development of the collaboration and assisting the Principal Investigator (PI) 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 project through helping to develop the scope, plan and budget for project, as a member of the project's management team.
- Operating as a key member of the management team and other groups as required.
- Supporting academic staff in the preparation of research ethics, and research and information governance approval applications, including helping answer queries from ethics and governance bodies, keeping track of progress of applications and amendments.
- Ensuring that projects are carried out in accordance with the requirements of external and internal (LSHTM) research ethics and governance bodies, including safe storage and handling of personal and other sensitive data.
- Developing and maintaining a system to track progress of the collaboration and its projects, 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.
- Identifying, advising on the response to, and then managing potential financial risks arising from project within in a timely manner.
- Monitoring staffing within the collaboration and advising the PIs on funding or staffing spare capacity or shortfalls to ensure delivery of the work programme.
- Liaising with LSHTM Research Operations Office and/or Procurement Department to organise variations to the Unit's contract, sub-contracts with collaborators and consultancy agreements, as required.
- Establishing and maintaining good working relationships with collaborating organisations and the funder.
- Providing reports and meeting notes/action points for collaboration and individual project meetings, including on budget and finances, dealing with any questions regarding financial, governance or administrative matters.
- Providing support in the setting up of project meetings for all partners, including supporting with visa applications, flights, hotel bookings in UK, Nigeria, Uganda and Zambia

- Supporting the organisation of project advisory group meetings and project dissemination events.
- Assisting the PI and co-investigators to explore opportunities for public engagement and scientific communication of the project and key findings through submitting additional proposals for funding and public engagement activities.
- Develop a strategy for the management of project's activities, ensuring management structures are transparent.

### **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 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.
- Managing large complex grant with multiple collaborators and high-profile funders reflecting the need for advanced skills in financial management.

- Coordinating the development of ToRs, preparing sub-contracts for collaborators and consultants, Managing Year and phase ends for each collaborating institution.

### **Monitoring & Reporting**

- Develop and maintain an appropriate mechanism for tracking progress of individual collaboration projects and reporting against key milestones, targets, and deliverables, including updating the project spreadsheet ahead of regular meetings with the funder, together with the WELLCOME's record of the collaboration's work programme.
- 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 project Advisory Group.

### **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 Office.
- Providing a readily available point of contact for enquiries from the funder and other national arm's length bodies and collaborators, and members of the public related to the work of the collaboration.
- Attending the regular catch-up meetings between the partners, funder and liaison staff.
- Liaison with the project's website and report designer, the member of academic staff responsible for the website and the project's communications officer to ensure maintenance of an up to date, high quality project/collaboration website.
- Ensuring the project team functions cohesively through effective communications with academics and administrative staff within the collaborating institutions.

### **Other responsibilities**

- Assisting with recruitment of research staff by helping to draft job descriptions and person specifications in line with the School's recruitment procedures.
- Supporting the member of academic staff responsible for the project's framework agreement with external providers of research services with the administration of the framework including liaising with Procurement over any issues arising.
- Operating as a full member of the project's management team.

- Attending and/or contributing to working and steering groups, Patient and Public Involvement (PPI) groups, consultations and other meetings at Department, School and Faculty level as required. As well as other external facing meetings.
- Line managing and/or 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.
- Showing commitment to continued professional development, identifying gaps in own knowledge and opportunities to expand expertise.

## 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 extensive relevant experience.</li> <li>• Evidence of continuing professional development including regular attendance on internal and external study programmes.</li> </ul>	<p>E</p> <p>D</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of managing large, complex research projects with multiple partners and across multiple sites.</li> <li>• Proven experience of providing comprehensive and proactive high-level administrative support in Higher Education (or a similar environment).</li> <li>• Proven experience of developing or establishing systems and processes to manage financial information, project deliverables and research-related outputs (e.g. publications, dissemination activities), proposing and implementing ways of working more efficiently and effectively</li> <li>• Excellent relevant IT skills (e.g. MS Word and Excel) and ability to learn new software packages.</li> <li>• Relevant experience in working in a global health setting or on projects with activities in global health.</li> <li>• Some experience of research ethics, and research and information governance application processes</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>

	<ul style="list-style-type: none"> <li>• Experience in working with collaborators and colleagues in sub-Saharan Africa</li> </ul>	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Financially literate with sound knowledge of budgeting methodologies and resource management concepts</li> <li>• Knowledge of academic research and funding within the HE and research sectors</li> </ul>	E  D
<b>General</b>	<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. Ability to establish and maintain positive working relationships and communicate and negotiate effectively with colleagues at all levels.</li> <li>• Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision.</li> <li>• Proven ability to use initiative and sound judgement to recognise and deal effectively with potentially sensitive situations, exercise discretion, and to anticipate and solve problems.</li> <li>• 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.</li> <li>• Commitment to supporting LSHTM's EDI policy and procedures, and completing regular training</li> </ul>	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

Date compiled: April 2026

## **Salary and Conditions of Appointment**

The post is fixed term until 31 August 2030 and part-time 21 hours per week, 0.6 FTE. The post is funded by the Wellcome Trust and is available immediately. The salary will be on the LSHTM salary scale, Grade 6 in the range £45,728 - £51,872 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 operates a Hybrid Working Framework which, alongside agreed service requirements, enables teams to work more flexibly where the role allows - promoting wellbeing and a better work/life balance. Please note that roles based in London are required to work on-site a minimum of two days per week.

## **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, 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.