

JOB DESCRIPTION



Job Title: Project and PPIE Manager
Department: Health Services Research and Policy
Faculty/Professional Service: Public Health and Policy
Location: Tavistock Place 2, London
Reports to: Debby Stanley (Department Manager)
Responsible for: Project Coordinator
Full Time/Part Time/Casual: Full or Part Time
Hours (if less than full time): 0.6 to 1.0 FTE
Grade: Grade 6
Overall Purpose of the job: <p>The postholder will have overall administrative and financial responsibility for a series of NIHR projects of high relevance to UK health policy. These projects make use of routine NHS data, they draw on large networks of collaborators in the UK, and they intend to find effective and cost-effectiveness of ways to improve the quality of care. The portfolio of work will include a £2 million NIHR funded study TACTIC: Timeliness of access to Cancer Treatment- Improving Care - NIHR Funding and Awards. TACTIC is led by LSHTM, in close collaboration with quality improvement experts based at the THIS institute in Cambridge, and with leading oncologists and surgeons.</p> <p>A focus of this post is leading PPIE activities across the portfolio including facilitating workshops to develop the structure and outcomes of the research conducted as part of the project and supporting the development of patient/public centric interpretation and reporting of findings.</p> <p>The post-holder will work closely with the PIs who are leading health economists, and with other senior staff to: manage contractual and budgetary relationships with the funder and collaborators; provide expert project management support to academic staff working on specific studies; develop project materials, for example for ethics and data access requirements and project websites; draft annual and other progress reports required by the funder with the support of academic staff; assist the PI in the deployment and management of staff resources across the portfolio of projects. The postholder will prepare materials for, convene and manage the patient and public involvement and engagement (PPIE) activities. In line with the requirements of funders like NIHR this work will begin at the grant application stage.</p> <p>To allow for the work, including PPIE and other stakeholder engagement in the preparation of substantial grant applications, a small proportion of time (maximum of 15%) will be funded by an NIHR senior investigation award. The post holder will also have the opportunity to contribute to peer review journal articles.</p> <p>The post holder will report to the Department Manager, while remaining accountable to the PIs.</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

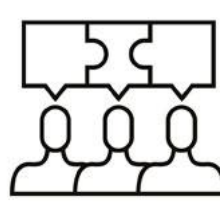
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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.

Department of Health Services Research and Policy (HSRP)

The aim of the Department is to carry out research that helps to improve the quality, organisation and management of health services and systems. This work covers the three essential stages required to improve health care at the service, organisational and national level:

- studies to establish the most effective practices and policies, including how care can be best organised and delivered
- research assessing the quality of existing services and policies
- establishing how services and policies can be improved to achieve more resilient systems.

We conduct research aiming to understand how health services and systems behave, alongside applied research to support clinicians, managers, and policymakers. Our work brings together a wide range of methods, including quantitative evaluation, policy analysis and qualitative studies, and teams from a wide range of disciplines.

In addition to running a large number of research projects, we also run the [Clinical Effectiveness Unit](#) at the Royal College of Surgeons of England and support a similar unit at the Royal College of Obstetricians & Gynaecology.

HSRP is home to the National Institute of Health Research (NIHR) [Policy Innovation and Evaluation Research Unit \(PIRU\)](#) and the [Policy Research Unit in Health and Social Care Systems and Commissioning \(PRUComm\)](#); we are also partner in the [Quality Safety and Outcomes Policy Research Unit \(QSO PRU\)](#) and host one of the two UK offices of the [European Observatory on Health Systems and Policies](#).

While most of our research focuses on high-income countries, the UK in particular, an increasing portfolio of work addresses health system challenges in low resource settings, with a focus on mental health and non-communicable diseases, with close links to the LSHTM's [Centre for Global Chronic Conditions](#). We also

We host the [Journal of Health Services Research & Policy](#). The journal presents the latest scientific research, insightful overviews and reflections on underlying issues,

and innovative, thought-provoking contributions from leading academics and policymakers.

Publications by department staff can be found in the School's [online publications repository](#).

Main Duties and Responsibilities

Project Management

- Contributing to the management and strategic development of the portfolio of evaluation projects and assisting the PI in achieving the objectives on time, within budget, and in scope.
- Providing significant input into the short- and longer-term planning of the projects through helping to develop the scope, plan and budget for projects, and as a member of the management team.
- Helping the PI leading the methodological/evaluation projects manage relationships with the funders and with key collaborators, including preparing interim reports for funders, overseeing collaborator agreements, and planning each project to help ensure timely deliverables against study objectives.
- 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, and 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.
- Providing project management support to maintain, track progress, and report against overarching objectives and individual project plans, project budgets, key milestones and deliverables.
- Identifying, advising on the response to, and then managing potential financial risks arising from projects within a timely manner.
- Monitoring staffing and advising the PI 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 contracts, 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 at project meetings, including on budget and finances, dealing with any questions regarding financial, governance or administrative matters.
- Supporting the organisation of project advisory group meetings and project dissemination events, including the provision of requisite materials
- Jointly lead workshops on public and patient engagement, and initiate the development of materials, the recruitment of panel members, and summarise the findings for inclusion in final project reports.

Financial Management

- Being responsible for the strategic management and control of budgets within the project portfolio, 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 management team on all budget matters.
- Being the primary source of advice to the PI for the projects on all matters relating to management and allocation of financial resources.
- Being responsible for drafting and updating all projects, including reprofiling budgets in light of project and funding changes, as needed.
- Developing and maintaining systems to monitor and forecast all budgets, 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, including proposals required to secure additional funding, in particular, budgets, project management arrangements, Gantt charts, etc.
- Adhering to all other LSHTM policies and processes.
- Be the lead on the financial budgets in the absence of the PI and provide analysis and recommendations to avoid financial risk.

Monitoring & Reporting

- Developing, implementing and maintaining an appropriate mechanism for tracking progress of individual projects and reporting against key milestones, targets, and deliverables, including updating the project spreadsheet ahead of regular meetings with NIHR and MRC.
- Developing, implementing and maintaining an appropriate mechanism for tracking the policy and practice impacts of projects in association with academic staff.
- Contributing to annual and any ad hoc progress reports to the funder, including impact case studies.

Internal Communications

- Liaising with the range of LSHTM departments 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

- Providing a readily available point of contact for enquiries from the funders and other national arm's length bodies and collaborators, and members of the public related to the project work.
- Dealing with enquiries from the Health Research Authority, local research governance offices and NHS Digital relating to research ethics and governance applications and processes.
- Liaison with the LSHTM website and report designer, the member of academic staff responsible for the website and the communications officer to ensure maintenance of an up to date, high quality website.
- Contributes to peer-reviewed journal articles

Initiative and Problem Solving

- Using initiative to solve standard problems by following set procedures/guidelines, for example, responding to queries from the Principal Investigator, team members, collaborators and Professional Services.
- 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.

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
- Operating as a full member of the projects management team.
- Attending and/or contributing to working and steering groups, consultations and other meetings at Department, School and Faculty level as required.
- provide advice, guidance, feedback and training to others in the same team 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.

This list is not exhaustive and the post-holder will be expected to carry out duties in line with these responsibilities.

Additional InformationGeneric 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 extensive relevant experience. • Evidence of continuing professional development including regular attendance on internal and external study programmes. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
Experience	<ul style="list-style-type: none"> • Proven experience of managing complex research projects with multiple partners and across multiple sites. • 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 (e.g. MS WordExcel, powerpoint) and willingness to learn new software packages. • Experience of organising patient and public involvement and engagement in research project. • Some experience of research ethics, and research and information governance application processes, preferably in the health field. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>
Knowledge	<ul style="list-style-type: none"> • Financially literate with sound knowledge of budgeting methodologies and resource management concepts • Knowledge of academic research and funding within the HE and research sectors 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>

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 draft documentation. 	E
	<ul style="list-style-type: none"> • Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision. 	E
	<ul style="list-style-type: none"> • Proven ability to use initiative and judgement to anticipate and solve problems and to propose and implement ways of working more efficiently or effectively. 	E
	<ul style="list-style-type: none"> • 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. 	E
	<ul style="list-style-type: none"> • Experience and ability to recognise and deal effectively with potentially sensitive situations, and able to exercise discretion in handling confidential matters. 	E
	<ul style="list-style-type: none"> • Ability to organise their own work, and that of others, effectively to deadlines and exercise initiative and sound judgement. 	E
	<ul style="list-style-type: none"> • A Commitment to supporting LSHTM's EDI policies and procedure 	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 available full-time or part-time, 21 - 35 hours per week, 0.6 – 1.0 FTE and fixed term until 31 October 2028. The post is funded by the NIHR and is available from 01 July 2026. Core responsibilities, including the management of complex projects and work on PPIE, will be required regardless of FTE. The number of projects assigned will be adjusted in line with the agreed working hours.

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.

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.

Date compiled: April 2026