

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
FACULTY OF INFECTIOUS AND TROPICAL DISEASES
DEPARTMENT OF DISEASE CONTROL

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



EHG PROJECT MANAGER

FURTHER PARTICULARS

GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services. Research income has grown to more than £110 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (Moocs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

Faculty of Infectious and Tropical Diseases

The Faculty of Infectious and Tropical Diseases encompasses all of the laboratory-based research in the School as well as that on the clinical and epidemiological

aspects of infectious and tropical diseases. It is headed by Brendan Wren, who is Professor of Microbial Pathogenesis. The range of disciplines represented in the faculty is very broad and inter-disciplinary research is a feature of much of our activity. The spectrum of diseases studied is wide and there are major research groups with a focus on malaria, tuberculosis, HIV/AIDS and other sexually transmitted diseases, vaccine development and evaluation, and vector biology and disease control. The Faculty is organised into four large research departments comprising: Pathogen Molecular Biology, Immunology and Infection, Disease Control, and Clinical Research. There is close interaction between scientists in different research teams. The Faculty has strong overseas links, which provide a basis for field studies and international collaborations in developed and developing countries. The teaching programme includes MSc courses, taught in-house and by distance learning, which are modular in structure, a variety of short-courses and an active doctoral programme (PhD and DrPH). For further information on the Faculty see: <http://www.lshtm.ac.uk/itd/index.html>.

Department of Disease Control (Head: Professor James Logan)

This multidisciplinary Department includes epidemiologists, entomologists, anthropologists and social scientists, clinical scientists, public health engineers and geographers. This range of expertise provides us with a battery of tools for focusing on the control of diseases that are insect-borne, water-borne or associated with poor hygiene – mostly in developing countries. Much of the research can be categorised as: evaluating disease control interventions; investigating implementation strategies - including working with the private sector; understanding the factors underlying household behaviour in relation to family health; or determining how control resources can be targeted most efficiently. Particular attention is paid to research directed at current health policy issues, including the gap between policy and practice.

The Department's Environmental Health Group plays a leadership role in research and operational support for hygiene behaviour change, household water supply and sanitation. Three key programmes which contribute to the work of the Group are the DFID funded consortium Sanitation and Hygiene Applied Research for Equity (SHARE), the Hygiene Centre (Unilever) and the improved sanitation randomised, controlled field trial jointly funded by the Bill & Melinda Gates Foundation and International Initiative for Impact Evaluation (3ie).

The Department houses the largest research group in LSHTM working on malaria control. Ongoing projects include: research capacity strengthening in Africa through the work of the Malaria Capacity Development Consortium (MCDC); novel approaches to combating malaria in pregnancy (MiP) in both Africa and India; a number of projects which develop and evaluate delivery mechanisms to improve ACT access, targeting, safety and quality, all funded by the ACT Consortium. In addition, staff are involved in studies of Seasonal Malaria Chemoprevention (SMC) in West Africa and are supporting work on the large Phase 3 clinical trial study of the RTS,S malaria vaccine in children.

The Department is world-leading in applied entomology and insect borne diseases, and has provided a testing service for control products for over 20 years. The Arthropod Control Product Test Centre Arctec provides access to the Department's valuable mosquito colonies and in-house facilities for testing of repellents, insecticides and after-bite treatments. Its entomological field sites in Tanzania, Benin, The Gambia and Kenya are involved in a variety of vector borne disease control trials. The PAMVERC alliance between LSHTM and African partners work in

partnership with WHO and the manufacturing industry on product development and evaluation under laboratory and semi-field conditions and in community trials.

Staff from the Department lead on studies investigating how meningococcal meningitis is spread in Africa and the impact of a new serogroup meningococcal A vaccine on reducing transmission (MenAfriCar Consortium). Staff are also assisting in the evaluation of the impact of introduction of a pneumococcal conjugate vaccine into the routine EPI programme of The Gambia and in the initial testing of a new pneumococcal protein vaccine in the same area.

Also based with the Department is the IDEAS (Informed Decisions for Actions) project, which aims to improve the health and survival of mothers and babies through generating evidence to inform policy and practice. The Department also includes a major grouping of researchers using spatial analysis in public health.

JOB DESCRIPTION

Post: EHG Project Manager

Grade: PSP

Responsible to: EHG Programme Manager (Sally Gillespie)

Department: Department of Disease Control

Main duties and responsibilities:

The EHG Project Manager will be responsible for project managing a number of research and consultancy grants in the Environmental Health Group. The Project Manager will work closely with the EHG Programme Manager and Project Administrator and support the group's principle investigators (PIs) in managing a growing portfolio of contracts with UN, government, charity and industry bodies. The post holder will also play a deputising role to the EHG Programme Manager when required.

Project management

- Project planning in liaison with the PI and monitoring of project timelines and deliverables to ensure timely delivery.
- Developing and maintaining excellent relations with funding organisations project staff and collaborators.
- Liaising and building relations with key sections of LSHTM central services.
- Foreseeing and preventing project issues as they arise and raising issues as necessary.
- Liaising with LSHTM project staff and external collaborators to ensure timely delivery of contracts & reports.
- Reviewing and drafting sub-contracts between LSHTM and project partners in liaison with the Research Operations Office.
- Day to day management of contracts, logistics and finances of research grants.

- Providing administrative and logistical support to research colleagues based in London and overseas including making travel arrangements and processing of staff expenses.
- Establish reporting processes to the funders quarterly or as required by the funder on project activities and expenditure and be responsible for delivery to the agreed timelines.
- Ensuring compliance with the funders terms and conditions and ensuring PI and project team members are also aware.
- Assist with the preparation of annual reports to the funder as required.
- Coordination of, and attendance at, donor meetings and academic or sector conferences as required.
- Procuring and requisitioning goods and services in the Agresso finance system.
- Drafting agendas, preparing papers and recording accurate minutes of meetings with donors and other grant partners.
- Responding to communications and requests from staff, funders and collaborators in a professional and timely manner.
- Adhering to and guiding others on LSHTM administrative procedures
- General administrative support to EHG as required.

Financial management

- Preparing complex budgets (from £30,000 - £4 million) including staff salaries, collaborators costs, equipment, travel and overheads.
- Monitoring expenditure and income on grants against forecasts.
- Maintaining an accurate financial recording system for effective management of research budgets and reporting to PI and EHG Programme Manager as required.
- Generating project budget and progress reports using Microsoft Office and LSHTM Management Information Systems.
- Reviewing financial reports submitted by collaborators and subcontractors and ensuring timely delivery.
- Providing costings and supporting development of new grant proposals.
- Collating and submitting evidence of expenditure, such as copies of invoices and receipts to funding organisations, and responding to audit requests
- Arranging for the transfer of payments to staff, collaborators and consultants, and monitoring payments against approved profile payments and contract terms and conditions
- Understanding and adhering to the Financial Regulations of LSHTM and funding organisations all in liaison with LSHTM Research Operations Office, Faculty and Department.

Communications

- Developing and maintaining knowledge and information management systems for specific grants and EHG using appropriate communication platforms.
- Be responsible for administrative sections of the Knowledge Management platform to enable EHG members to access relevant project information.
- To work with the PIs to develop communications strategies to ensure that appropriate information is disseminated as appropriate to project teams, making recommendations for the most appropriate methods.
- Responding to communications and requests from staff, funders and collaborators in a professional and timely manner.

General management

- Deputising the EHG Programme Manager when required.
- Supporting the EHG Programme Manager with overall management and administration of EHG e.g. arranging and taking minutes for EHG meetings, contribution to financial management reports etc.
- Providing support for recruitment and leading on induction of Project Staff and Consultants.
- Developing an induction pack for EHG and conducting inductions with new joiners, explaining processes and policies relevant to their roles.
- Planning and preparing contract variation forms for the EHG Programme Manager as required.

PERSON SPECIFICATION

Essential

- Previous successful experience in the administration of a complex research project(s) or programme(s) in the field of global health or international development;
- Excellent interpersonal skills, including an ability to work with individuals from different backgrounds and cultures;
- Proven successful experience in the administration of drafting and preparing budgets, preparing financial forecasts and of controlling and monitoring budgets;
- Excellent written and oral communications skills with a proven ability to write reports and briefing papers to a high standard;
- Proven ability to assess priorities and show initiative in the management of a high workload;
- A high level of attention to detail;
- Good working knowledge of word processing and database packages, an advanced working knowledge of Excel and a working knowledge of Management Information Software;
- Experience of organizing meetings;
- Proven ability to work on own initiative, including an ability to know when to confer with colleagues and/or refer matters on;
- Excellent organisational skills including a proven ability to organise and prioritise effectively

Desirable

- Relevant experience of working in an academic research environment
- Higher education to degree level, or equivalent, or substantial relevant experience
- Project Management or financial qualifications
- Experience managing a portfolio of research grants

SALARY AND CONDITIONS OF APPOINTMENT

This post based in London is funded for six months and may be extended subject to funding. Salary is on the Professional Support Grade 5 Salary Scale from £33,567 to £38,533 per annum (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 "Director's Days". Membership of the Pension Scheme is available.

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, 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 bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points