

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
PROFESSIONAL SUPPORT SERVICES
COMMUNICATIONS & ENGAGEMENT
CENTRES ADMINISTRATOR
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 £140 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 55,000 participants globally.

The School performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health. We ranked 21st for medicine in the 2018 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates). We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

JOB DESCRIPTION

The Centres Administrator is the first point of contact for all administrative and logistical support for LSHTM's Centres and is responsible for their day-to-day financial management. They deputise for the Centres Officer in their absence and provide some basic event support.

Main responsibilities:

- Acting as the main point of contact for administrative and financial requests initiated by Centres, including managing Centres email inboxes, responding to enquiries and ensuring ongoing support or directing to colleagues as appropriate
- Planning, booking and allocating resources for Centres activities such as travel for speakers, accommodation, entertainment etc. and advising the Centres Officer on financial viability of major activities (e.g. retreats, reports)
- To ensure membership data and other lists are maintained and regularly reviewed in line with GDPR
- To manage, monitor and track Centre budgets through monthly financial reports, ensuring all procedures are in line with LSHTM's financial regulations and any specific conditions attached to the funding, updating the Centres Officer on progress and escalating any potential issues to them
- To prepare financial documentation required for end of financial year in liaison with the Finance office and with sign off from the Centres Officer
- To attend Centre Management meetings, Steering Group Committee meetings, and the Centre Directors' Forum when the Centres Officer is not in attendance, taking minutes as required (at Forum and Steering Group meetings only)
- Deputising for the Centres Officer when required including in meetings with the Deputy Director & Provost, at conferences and student events promoting the Centres' work
- To work with the Centres Officer to provide basic event support for lectures, conferences and symposiums during working hours (9-5, Mon-Fri) – this includes ensuring rooms are prepared, presentations are working correctly and catering is delivered.
- To provide on the day support to strategic engagement activities (major Centre events managed by the events staff in Communications & Engagement including retreats, annual lectures and LSHTM Week) – this may include out-of-hours work, in which case time off in lieu will be granted

Person specification

Competency	Evidence	E/D
Education, Qualifications and Training	Higher education to degree level, or equivalent, or substantial relevant experience.	E
Experience	Demonstrable experience of working in a busy office environment including ability to assess priorities in order to manage work load/deadlines effectively, indicating a high level of competency.	E
	Proven experience of working with budgets.	E
	Excellent organizational skills and the ability to develop and maintain accurate and up-to-date computer and other record keeping systems.	E
	Proven experience of working in a team, demonstrable ability to operate in a flexible working environment and to take initiative.	E
	Excellent written and oral communication skills within a multi-cultural environment.	E
	Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision.	E
	Committee work, including co-ordinating the production of papers, devising agendas and writing minutes.	E
	Experience working in an academic institution.	D
Knowledge	A high degree of computer literacy and proficiency in the use of computer software; such as Word, Excel, Powerpoint.	E
	High level of numeracy.	E
	Experience of using Agresso (for budget management).	D
Personal Qualities	Professional, collaborative and flexible approach and ability to work well and effectively with all colleagues and students.	E
	Able to exercise discretion in handling confidential matters, a commitment to LSHTM's policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and background.	E
	An interest in global and public health.	D

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 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 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