

JOB DESCRIPTION



Job Title: Project Coordinator - Maternity Cover
Department: Global Health & Development
Faculty/Central Service: PHP
Location: TP2
Reports to: Rebecca Williams
Responsible for:
Full Time/Part Time/Casual: Full Time
Hours (if less than full time):
Grade: Grade 5
Overall Purpose of the Job: The post-holder will have overall administrative management and financial responsibility for two projects: the Building resilience to floods and heat in the maternal and child health system in Brazil and Zambia (REACH) project at LSHTM, funded by the UK's Economic and Social Research Council and Shaping Health Packages and Researching Priorities (SHARP) . Working closely with a range of partner Universities in Zambia, Uganda, Brazil, Kuwait, Sweden and a research institute in Austria, REACH is a global research project which will inform preparedness measures for floods and extreme heat within health systems at the district, facility and community levels in Brazil and Zambia to protect mothers and children from the effects of climate change. Working closely with overseas partners such as KEMRI, University of Radboud, University of Nairobi and University of Rwanda, SHARP is a global research project which aims to help develop frameworks for countries in Africa that have shown interest in, and in some cases began adopting, health technology assessment approaches which support healthcare priority settings based on evidence including clinical and cost-effectiveness. The successful applicant will lead, manage and be responsible for all aspects of the administrative coordination and financial management of the REACH and SHARP projects. We are seeking a highly skilled project coordinator (ideally with experience of working in a global health related setting), to support the Principal Investigator (PI), Josephine Borghi, project co-leads (Everton de Silva in Brazil, Chitalu Chama-Chiliba in Zambia and Anna Foss at LSHTM), as well as Lorna Guinness (PI) together with partner organisations, with high-level project coordination and financial issues.

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.

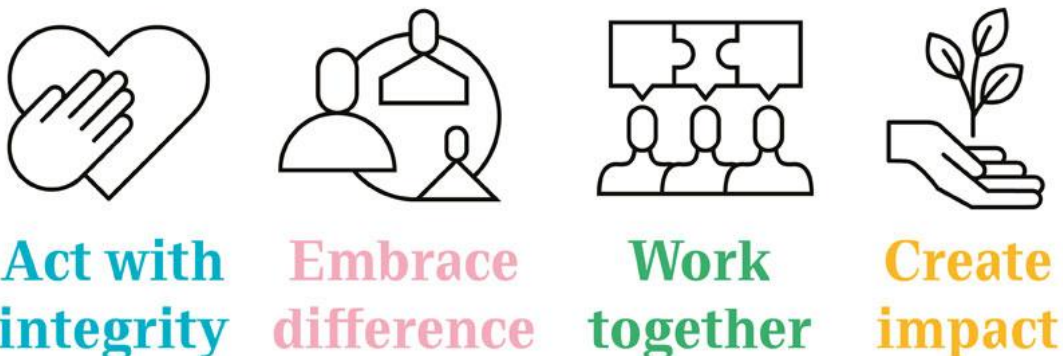
Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

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.



FACULTY/DEPARTMENT INFORMATION

FACULTY INFORMATION

The School is divided into three academic faculties, of which the Faculty of Public Health & Policy is responsible for research and teaching in the policy, planning and evaluation of health programmes and services. Its interests are both national and international, encompassing industrialized and low and middle-income countries. The Faculty has three research departments:

- Health Services Research and Policy (HSRP)
- Global Health and Development (GHD)
- Public Health, Environments and Society (PHES)

In the Faculty there are about 250 academic staff drawn from a variety of disciplines including medicine, statistics, epidemiology, sociology, economics, anthropology, operational research, psychology, nursing and history. Each department is responsible for its own research. The School has adopted a rotating system of management for its academic departments and faculties. The management of a

department is under the control of the Department Head, appointed by the Director for a period of three years in the first instance. The Faculty Head is appointed in a similar manner but for an initial period of up to five years.

The Faculty of Public Health and Policy is responsible for organizing a one-year Master's course in Public Health, which allows students to take either a general MSc in Public Health, or to follow one of several more specialised streams: Health Services Management, Health Promotion, Environmental Health or Health Services Research. The Faculty also jointly teaches the MSc Public Health in Developing Countries and MSc Control of Infectious Disease (with the Faculties of Infectious and Tropical Diseases and Epidemiology and Population Health), and MSc Health Policy, Planning and Financing (jointly with the London School of Economics). Master's courses are organized in a modular format across the whole School. One of the growing areas of Faculty teaching is distance-based learning, with MScs in Public Health and Global Health Policy. In 2017/18, over 230 students were registered for our face-to-face Masters programmes and nearly 1600 students were registered for distance learning MScs.

The Faculty has also reorganized and expanded its research degree (MPhil/PhD; DrPH) training. Currently there are about 108 students and 23 staff members registered for a research degree.

Department of Global Health and Development (GHD)

The Department of Global Health and Development (GHD) focuses on novel and policy-relevant research and training to achieve impact at national and global levels. Our work, predominantly concerning low and middle-income countries, spans health policy and systems research, economic evaluation, gender violence and violence in childhood, and medical humanitarianism. There are approximately 150 staff and 100 research degree students in the Department, with total grant funding of over £35m, from a range of funders including research councils, UK and overseas charities, the European Union, the UK government and others. Academic staff come from a wide range of disciplines including economics, epidemiology, mathematics, law, politics, social policy, policy analysis, sociology and anthropology, and are grouped into two Units and a number of thematic research groups.

Main Duties and Responsibilities

Project coordination

- Contributing to the management and strategic development of the research collaboration and assisting the PI and co-investigators 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.
- Supporting the research team 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.
- Managing relationships with all project partners and other external stakeholders.
- 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 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, to set up sub-contracts with collaborators and consultancy agreements, as required.
- Establishing and maintaining good working relationships with collaborating organisations, key stakeholders and 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 of project-related meetings and project dissemination events.
- Assisting the PIs to explore 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.
- Develop and maintain a risk register for the project to help identify and manage potential risks to the project in a timely manner.
- Develop a strategy for the management of the 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.
- Plan and implement formal and informal capacity strengthening for administrative and finance management staff in the partner organisations, in order to contribute to robust finance management and reporting to the funder.
- 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 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 PIs 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. • 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.
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 • Providing a readily available point of contact for enquiries from the funder and collaborators, and members of the public related to the work of project. • Liaison with the LSHTM communications team, the member of academic staff responsible for the website and support the maintenance of an up to date, high quality project/collaboration website. • Working with project teams to develop external communications materials for a wide range of stakeholders in the UK and partner countries. • Ensuring the project team functions cohesively through effective communications with academics, and administrative staff within the collaborating institutions.
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 Investigators 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 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 project's management team. • Attending and/or contributing to working and steering groups, community and stakeholder groups, consultations and other meetings at Department, School and Faculty level as required. As well as other external facing meetings. • 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 initiating new projects/research income.
- Support PI in data management and securely sharing data between project co-investigators.

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	- 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 global health setting - Evidence of continuing professional development including regular attendance on internal and external study programmes.	E D E E
Experience	- Experience of working in a global health setting - Proven experience of managing complex research projects with multiple partners and across multiple countries. - 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 Word and Excel) and willingness to learn new software packages. - Experience in supporting capacity strengthening of partners in relation to research governance	D E E E E D D

	• Experience of developing and implementing communications strategies	D
	• Experience of research ethics applications, and research and information governance application processes, preferably in the health field	D
	• Experience of supporting high-level project coordination/management involving partners from low and middle income countries	
Knowledge	• Advanced financial literacy with sound knowledge of budgeting methodologies and resource management concepts	E
	• Knowledge of academic research and funding within the higher education and research sectors	E
General	• 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
	• Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision.	E
	• 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
	• 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
	• Experience and ability to recognise and deal effectively with potentially sensitive situations, and able to exercise discretion in handling confidential matters.	E
	• Ability to organise their own work, effectively to deadlines and exercise initiative and sound judgement.	

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: July 2026

Salary and Conditions of Appointment

The post is full-time 35 hours per week, 1.0 FTE and fixed term until 31 August 2027. The post is funded by the NIHR and is available from 21 September 2026. The position may be offered as a secondment for existing LSHTM staff. In this case, line manager approval confirming that you can be released from your current duties will be required before the appointment can be confirmed. The salary will be on the LSHTM salary scale, Grade 5 in the range £39,984 - £45,728 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.