

JOB DESCRIPTION

Job Title: Project Administrator (UK-PHRST)	
Department/Division/Unit: Department of Global Health and Development	
Faculty/Professional Service: Faculty of Public Health and Policy	
Location: Tavistock Place, London	
Reports to: Project Manager (PHRST)	
Accountable to: Principal Investigator(s)	
Responsible for: N/A	
Full Time/Part Time: Full-time	Hours (if less than full time):
Grade: 4	
Overall Purpose of the Job: The postholder will be assisting with the efficient administrative, logistical and financial support to the UK-PHRST UK-LMIC Research partnership. The postholder will primarily be responsible for financial processing, communications, and travel and events management for the UK-PHRST programme. The post-holder will also oversee small budgets and maintain programme communications and they will have good time management and prioritisation skills. The postholder will also have the opportunity to develop administrative and project management skills that will serve as a platform for future research project coordination or management roles. They will be a member of the Department's administration team, and will be accountable to the Department Manager and to Principal Investigators. Funded by Official Development Assistance (ODA) from the UK Department of Health and Social Care (DHSC), the UK Public Health Rapid Support Team (UK-PHRST) works to address the threat posed by infectious disease outbreaks in low- and middle-income countries (LMICs) through an integrated triple remit incorporating: • Outbreak response: deploying specialist public health experts to rapidly investigate and respond to disease outbreaks at source in LMICs, to stop a public health threat from becoming a broader health emergency. • Research: delivering rigorous, collaborative research to improve the evidence base for best practice in outbreak response in LMICs. • Capacity strengthening: strengthening leadership, systems and capacity for improved outbreak response in LMICs. An innovative partnership between The UK Health Security Agency and a consortium of international research partners led by LSHTM, the UK-LMIC Research Partnership (referred to going forwards as the "Research Partnership") will deliver an ambitious, interdisciplinary programme of research aimed at improving public health responses to infectious disease outbreaks in LMICs. The UK-based research team includes individuals who are able to deploy to LMICs to support the rapid investigation and response to disease outbreaks at source, as part of the UK-PHRST's core deployable team.	

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

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

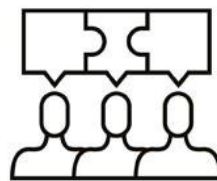
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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

Human Resources 2025

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.

The Department of Global Health and Development (GHD) focuses on novel and policy-relevant research and training that concerns health issues with a global reach, predominantly from the perspective of lower- and middle-income countries. Our work spans health policy and systems research, economic evaluation, anthropological approaches to global health, gender violence and violence in childhood, and medical humanitarianism.

GHD comprises over 130 staff, from a wide range of disciplines including economics, anthropology, epidemiology, mathematics, law, sociology, international relations, social policy and policy analysis. We take a highly multidisciplinary approach, and emphasise the development of long-term collaborative partnerships with research groups in lower and middle-income countries. We offer a vibrant and diverse research degree programme, with over 100 PhD and DrPH students from more than 40 countries, and contribute to the many Master's programmes on public health at the London School of Hygiene & Tropical Medicine.

Main Duties and Responsibilities

The role holder will be expected to:

Project Support

- Support the administration of the project budget(s), maintaining accurate financial records and supporting the Project Manager in forecasting future expenditure.
- Assist with the maintenance of management tools and information management systems i.e. project guidelines, risk management plan, report and deliverable templates.
- Arrange for the transfer of payments to collaborators and manage payments against an approved payment profile.
- Provide guidance to Project Managers and project teams on matters relating to project administration, logistics etc.
- Provide summary reports as requested by the PI(s) and Project Manager
- Understand stakeholder needs and proactively offer support where needed.
- Provide support to other staff in the use of LSHTM systems, including the School's accounts managements system TechOne and the grants management system, Worktribe.
- Assist the Project Manager in the preparations of costings using Worktribe, and in the preparation of grant bids
- Assist Research Finance and Project Manager in the preparation of detailed financial reports for submission to funding organisations.
- Service meetings through the drafting and preparation of agendas and papers and the taking of minutes, ensuring that action points are followed up.
- Organise teleconferences and other web-based events with collaborators.
- Encourage knowledge-sharing between LSHTM and partners and signpost partner institutions, where appropriate, to grant management and administration resources, including providing guidance on LSHTM and funder financial management and reporting requirements.

Finance and procurement administration

- Manage financial processing in TechOne, including timely generation of requisitions, monitoring expenses, producing reports, and monitoring straightforward budgets including identifying overspends on budget lines.
- Assist the Project Manager in the preparations of costings using Worktribe, and in the preparation of grant bids (e.g. those without subcontractors).
- Purchase supplies, travel or other services on behalf of the project adhering to the School's Procurement Policy, including obtaining quotes and coordinating shipment.
- Check and submit expenses claims ensuring that expenditure was incurred legitimately on School business, and is in line with research funders' regulations.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors when required.
- Monitor spend from School credit cards, matching purchases to account codes and project codes, and saving receipts as required by funders and LSHTM Financial Regulations.

Travel Support

- Arrange meetings, symposiums and other events in support of project staff. This includes sourcing and booking meeting venues, arranging accommodation for attendees, booking catering, organising audio-visual/digital support, and processing participant expenses or per diems.
- Proactively manage travel arrangements for staff across the group, ensuring completion of overseas visa applications, solving travel problems and developing itineraries that are cost-efficient for the Department and for research projects.

Human Resources

- Support in the induction of new staff members to the project team, particularly in ensuring that they are familiar with safety requirements and fire procedures.
- Assist in the recruitment process for new staff members, including arranging job interviews, all panel members have relevant paperwork and welcoming candidates where needed.
- Monitor and report on staff contract end dates and support staff leaving LSHTM assisting with the completion of Leaver Forms as needed
- Assist with Payroll Variation Forms (PVFs) and Contract Variation Forms in support of the Project Manager or the Department Manager.
- Be responsible for visitors to the project/research group, ensuring that any necessary permissions are sought prior to visitors' arrival

Communications

- Maintain existing project webpages, and assist with project dissemination such as monthly project bulletins and updating web page information.
Write internal newsletters or mail-outs, for example Project or Group newsletters, manage mailing lists, calendars, and shared file spaces.
- Comply with the GDPR when handling data, with an excellent standard of confidentiality.

Other

- Work as part of a team and show awareness and consideration of other administrative roles in the department, covering periods of absence of others in the team.
- Attend Department and Faculty-level meetings, including the Department and Faculty admin forums, contributing actively and sharing best practice with peers.
- Take responsibility for additional tasks and projects where there is capacity.
- Understand and adhere to LSHTM policy and procedures and funder conditions at all times.
- Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- Contribute to the general activities of the Department and LSHTM that help to promote the values and objectives.

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 full 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, Faculty Operating Officer or Department Manager.

Note that this post is initially with the PHRST UK-LMIC Research partnership in the Department of Global Health and Development. However, should the funding situation change then the role may move to another department.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, Regulations and employment legislative requirements are adhered to including equity 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 review (appraisal) process.

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



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.

Job Title: Project Administrator (UK-PHRST)
Department: Department of Global Health and Development

Competency	Evidence	E/D
Education, Qualifications and Training	Higher education to degree level, or equivalent, or substantial relevant experience.	E
	Evidence of continuous professional development including internal or external training and development programmes.	D
Experience	Experience of high-volume administrative work, preferably in an academic institution.	E
	High level of numeracy and experience of financial processing.	E
	Excellent organizational skills and the ability to set up 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
	Proven ability to understand and communicate / explain information (e.g. organisational policies, processes and funder terms and conditions) to others and to respond to a range of queries.	E
	Experience of planning and providing proactive support for meetings and/or events booking rooms/travel/accommodation, including preparing papers, taking and writing up minutes.	E
	Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision.	E
	Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format.	E

Knowledge	• A high degree of computer literacy and proficiency in the use of computer software; such as Word, Excel, PowerPoint and SharePoint.	E
	• Understanding of academic research and funding within higher education	D
General	• Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural environment.	E
	• A collaborative and flexible approach with evidence of ability to work independently and as part of a team.	E
	• Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively.	E
	• Understanding of equity, diversity and inclusion and commitment to working according to these principles.	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 full-time 35 hours per week, 1.0 FTE and fixed term until 31 March 2029. A two-year extension until 31 March 2031 may be possible, dependent on further funding for the UK-PHRST. The post is funded by the NIHR and is available from 01 October 2026.

The salary will be on the LSHTM salary scale, Grade 4 in the range £34,741 - £38,986 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. The post is based in London at LSHTM.

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.

ASYLUM AND IMMIGRATION STATEMENT

The School 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 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.