

JOB DESCRIPTION



Job Title: UK-PHRST Project Manager
Department: Department of Global Health and Development
Faculty/Central Service: Public Health and Policy
Location: Tavistock Place, London
Reports to: Department Manager, GHD
Responsible for: G4 Project Administrator, dotted line responsibility for G5 Research Finance Officer
Full Time/Part Time/Casual: Full-Time
Hours (<i>if less than full time</i>) FTE 1.0
Grade: Grade 6
Overall Purpose of the job: The post-holder will have overall administrative management and financial responsibility for the UK-Public Health Rapid Support Team UK-LMIC Research Partnership. 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 will deliver an ambitious, interdisciplinary programme of research aimed at improving public health responses to infectious disease outbreaks in LMICs. The postholder will work closely with the PI and Research Partnership management team and will: manage contractual and budgetary relationships with the funder and partners; provide expert project management support to all staff working on various research projects and workstreams; contribute to research ethics, and research and information governance processes; ensure all financial reporting is accurate and submitted on time; and help to ensure the project is delivered on time, to budget and in scope. The post holder will report to the Department Manager, while remaining accountable to the Principal Investigator.

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

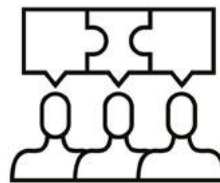
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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.

We actively work to embed the principles of equity, diversity and inclusion (EDI) within Faculty practice, policies and processes.

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
1. Project Management 1.1. Provide effective research project management to maintain, track progress, and report against objectives and individual project plans, project budgets, key milestones and deliverables for the overall Research Partnership and its projects, ensuring all research projects have measurable operational plans that allow for active monitoring against milestones, taking pre-emptive steps to prevent problems, and assisting the PI in achieving objectives on time, within budget and scope. 1.2. Support 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

- 1.3. Provide reports and meeting notes/action points at project meetings, including on budget and finances, dealing with any questions regarding financial, governance or administrative matters
- 1.4. Support the Research Partnership management team in ensuring emergency and service continuity plans are in place for the UK-PHRST's research delivery.
- 1.5. Collaborate with other members of the Research Partnership management team and Core Management Team (including UKHSA Colleagues), while working independently and managing projects and outputs.
- 1.6. Provide significant input into the short- and longer-term planning of the UK-PHRST UK-LMIC Research Partnership, helping to develop the scope, plan and budget.
- 1.7. Work with the Research Finance Officer and other colleagues as necessary to develop and maintain a risk register for the Research Partnership and its projects to help identify and manage potential risks to the project in a timely manner.
- 1.8. Develop a strategy and supporting processes for the management of multiple research project activities, and communicate these to project staff
- 1.9. Identify and investigate any process and/or governance failures relating to the UK-PHRST's research activity and develop robust new approaches to prevent similar issues arising again.
- 1.10. Monitoring staffing and advise the PI on funding or staffing spare capacity or shortfalls to ensure delivery of the work programme
- 1.11. Liaise with LSHTM Research Finance Office and Contracts team to organise TORs, variations to contracts, sub-contracts with partners and consultancy agreements, as required

2. Monitoring & Reporting

- 2.1. Lead the Research Partnership Management team's ongoing monitoring activities, review of progress and summary of achievements, involving the collection of data and information across multiple global work streams and projects, and quarterly and annual reporting for collaborating institutions.
- 2.2. Develop and maintain a system to track progress of collaborator led research projects, to be able to report against objectives, activities, responsible parties and key milestones, ensuring that narrative and financial reports are submitted on time.
- 2.3. Work with the Head of Programme and Partnership Delivery, Deputy Director for Research and Assistant Professor in Monitoring Evaluation and Learning (MEL) to deliver the Partnership's monitoring and evaluation activities.
- 2.4. Track the policy and practice impacts of projects in association with academic staff. Oversee that the logframe is updated quarterly to reflect progress and revised targets for following years. Trouble-shoot issues in data collection, including working collaboratively with stakeholders based in multiple-time zones.
- 2.5. Contribute to annual internal evaluations and periodic external evaluation of progress.
- 2.6. Contribute to annual and any ad hoc progress reports to the funder, including impact case studies

3. Financial Management

- 3.1. Be responsible for the strategic financial management, monitoring and control of the Research Partnership and its projects.
- 3.2. Analyse expenditure for reports, creating forecasts and scenarios to ensure transparency and project compliance.
- 3.3. Liaise with partners 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, and ensuring all policies and processes are in line with LSHTM regulations.
- 3.4. Be the primary source of advice to academic project leads on matters relating to management and allocation of financial resources, and provide analysis and recommendations to avoid financial risk.
- 3.5. Be responsible for drafting and updating project budgets, including reprofiling budgets in light of project and funding changes, as needed
- 3.6. Develop and maintain systems to monitor and forecast partner led budgets, and ensure that key financial information can be provided quickly and efficiently, e.g. for budgeting, financial reporting, responding to funder and collaborator queries
- 3.7. Support the preparation of detailed research proposals, including proposals required to secure additional funding, in particular, budgets, project management arrangements, Gantt charts, etc
- 3.8. Make budget spend decisions around project budgets in collaboration with the Research Partnership management team.
- 3.9. Provide advice to the members of the Research Partnership management team as requested, including on matters related to management and resource allocation, to ensure effective implementation of the research programme.
- 3.10. Identify and advise on the response to and manage potential financial risks arising from the project within a timely manner.

4. Initiative and Problem Solving

- 4.1. Use 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.
- 4.2. Determine when appropriate to escalate issues to the GHD Department Manager, the Principal Investigator or another appropriate senior postholder.
- 4.3. Use 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.

5. Internal Communications

- 5.1 Liaise with the range of LSHTM departments relating to the effective operation of the Research Partnership, in particular, the Funding Team, Research Finance Team, Finance Department, Human Resources Department, Procurement Department, Communications and Engagement Department, and Research Governance and Integrity Office.

- 5.2 Present regular updates on the project management and finances of the Research Partnership at formal and informal meetings and attend and facilitate Research Management Meetings, LSHTM team meetings etc.

6. External Communications

- 6.1. Ensure that the Research Partnership functions cohesively through effective communications with academics and administrative staff at partner institutions.
- 6.2. Establish and maintain good working relationships with research partners, including through attendance at joint and external meetings.
- 6.3. Manage and respond to information requests and enquires from DHSC, NIHR and other government agencies and partners related to the project work, including enquiries on research ethics and governance applications and processes.

7. Liaison and Networking

- 7.1. Liaise with external stakeholders as appropriate, in particular those critical to the success of operational research delivery, such as UKHSA, DHSC, NIHR and academic partners.
- 7.2. Support the establishment and maintenance of good working relationships with overseas partners to ensure constant exchange of information and to provide recommendations to improve research projects.
- 7.3. Develop relationships with internal stakeholders, relevant LSHTM departments and central services.

8 Human Resources

- 8.1 Assist in the induction and training of new staff or temporary administrative staff within the team.
- 8.2 Directly line manage the Project Administrator (G4) and line manage and/or mentor other members of administrative staff in the Department as delegated by the Department Manager; providing effective leadership, training, mentorship, development and delegation of work.
- 8.3 Assist in the recruitment process of new research and professional service staff members, including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
- 8.4 Ensure that Payroll Funding Variation Forms (PVFs) across multiple academic staff and projects to extend staff contracts and change funding or full time equivalent (FTE) are completed and submitted accurately and on time.
- 8.5 Support staff based overseas to operate effectively and in compliance with the LSHTM's human resources and financial policies and procedures.
- 8.6 Pro-actively monitor staffing on projects, through staff forecasting and advise the Principal Investigator when funding shortfalls arise and work together to achieve a solution.

Additional Information

9. Other

- 9.1 Provide cover during absence of other Professional Support staff within the Research Partnership, including dealing with queries, attending meetings and making urgent decisions if required.

- 9.2 Work as part of a team and show awareness and consideration of others, covering periods of absence of others in the team.
- 9.1 Undertake visits to overseas partners to attend meetings and workshops as needed, likely up to four times a year.
- 9.2 Adhere to Faculty and School policy and procedures at all times.
- 9.3 Demonstrate continuous professional development by acquiring relevant skills and competencies e.g. keeping up to date with changes in procedures/regulations, attending relevant training.
- 9.4 Contribute to general activities of the Department and School that help to promote the objectives of the LSHTM, for example working and steering groups, consultations and other meetings at Department, School and Faculty level as required.
- 9.5 Respond to requests from the Department Manager and Faculty Operating Officer on administrative matters.
- 9.6 Undertake other duties related to the post as requested by the Department Manager or PI.

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.	E
	Evidence of continuous professional development which may include internal or external training and development programmes.	E
Experience	Significant proven experience of project management in higher education, an NGO or similar environment.	E
	Significant experience of managing large complex research grants with multiple partners and workstreams across multiple countries	E
	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.).	E
	Significant financial management experience including preparing, monitoring and negotiating budgets, monitoring expenditure and variance, producing projections and reports to funders in a clear and logical format	E
	Experience providing guidance on organisational policies and processes.	E
	Experience in a rapid response/support team environment across such as, outbreak response, research and capacity development	D
	Some experience of research ethics, and research and information governance application processes, preferably in the health field.	D
	Proven ability to lead, manage and motivate staff	D

Knowledge	• Excellent organisational skills including a proven ability to prioritise effectively. • Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision. • Excellent relevant IT skills (e.g. MS Word, Excel, PowerPoint) and willingness to learn new software packages. • Excellent written and oral communications skills, including proven ability to present financial and other information in a clear and logical format and draft documentation. • Proven ability to use initiative and judgement to anticipate and solve problems and to propose and implement ways of working more efficiently or effectively. • Proven ability to work with a high level of accuracy and attention to detail. • Knowledge of academic research and funding within the HE and research sectors	E E E E E E E
General	• Excellent interpersonal skills including the ability to establish and maintain effective working relationships with colleagues, counterparts and staff in collaborating institutions, individuals from different backgrounds and cultures, together with the ability to communicate effectively and negotiate at all levels. • Political sensitivity and cultural awareness, with understanding of the particular challenges of research within LMIC settings. • Experience and ability to recognise and deal effectively with potentially sensitive situations, and able to exercise discretion in handling confidential matters • Ability to organise their own work, and that of others, effectively to deadlines and exercise initiative and sound judgement. • Willingness to travel for work purposes. • A commitment to supporting LSHTM's EDI policies and procedure	E E E E D 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

Date compiled: 01/05/2026

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 may be possible until 31 March 2031, subject to overall programmatic performance and confirmation of continued Government funds. The post is funded by the NIHR and is available from 01 October 2026.

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.

The post is based in London at LSHTM. The role may involve overseas travel to attend partner meetings and workshops.

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.