JOB DESCRIPTION

Job Title: Project Coordinator
Department: Public Health Environments and Society
Faculty/Central Service: Public Health & Policy
Location: Tavistock Place, London
Reports to: Department Manager
Full Time/Part Time: Full Time
Grade: Grade 5
Overall Purpose of the job: The post-holder will be responsible for providing efficient administrative, logistical and financial support from set up to closure to a portfolio of research projects for a number of Principal Investigators which may have multiple collaborators and/or complex funder requirements. The post-holder will develop a good understanding of the funder terms and conditions for the project(s) providing sound advice and ensuring compliance to these and LSHTM policies and procedures, including the Financial Regulations. The post-holder will be a member of the department administration team and be accountable to the Principal Investigators within the department.

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.

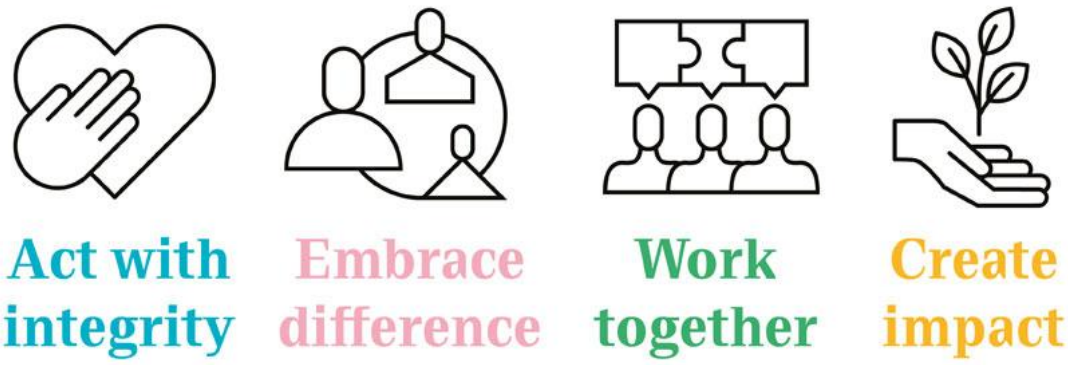
Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

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 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

Department of Public Health, Environments and Society (PHES)

The Department of Public Health, Environments and Society (PHES) focuses on the social and environmental determinants of health and the evaluation and analysis of public health policies and interventions.

We have a strong multi-disciplinary focus, with researchers from the fields of epidemiology, health economics, health promotion, history, international relations, geography, mathematical modelling, medicine and ethics, political science, sociology, anthropology and statistics, among others. Our research programme includes work in both high- and low-income countries, and integrates environmental, social and policy issues at international, national and local levels.

General research interests and strengths include drugs, alcohol, violence and health behaviour; globalisation; public health history; sexual and reproductive health; food and transport systems; HIV and other infectious diseases (including COVID-19); young people's health; evaluating the health impacts of social and public health interventions; the commercial determinants of health (CDOH); built environments and health; and environmental epidemiology, planetary health and climate change.

We have more than 30 research students working towards PhD and DrPH degrees across the breadth of our research interests. Staff also contribute to the school's Master's Degree Teaching Programme, in particular the MSc Public Health.

Main Duties and Responsibilities

Project Coordination

- Oversee all non-scientific aspects of the project/ projects in the portfolio; including organising travel, visas, reimbursement of expenses, arranging project meetings, workshops and conference calls, ordering stationery, supplies and shipment overseas.
- Prepare and collate material for research grant applications; creating RCP costings, completing funders' web-based forms and ensuring that applications are submitted according to the funding regulations.
- Identify funding opportunities for future research and advise on internal and external guidelines and requirements.
- Develop and maintain information management systems for appropriate administration of the project(s); contributing to the strategic trajectory of projects and sustainability beyond the current grant lifecycle
- Receive, understand and convey complex information that needs careful explanation/interpretation to project team members, Professional Services, funders and overseas collaborators.
- Identify or anticipate problems that may arise within the areas of administration/financial management and develop innovative and workable solutions; escalating when appropriate
- Act as a point of contact for funders in relation to the administration of projects where sub-contracts are held in the UK or overseas.
- Coordinate, and participate in, leadership team meetings and conference calls and assist with the arrangement of occasional large-scale meetings/conferences.

- Encourage knowledge-sharing between LSHTM and partners and advise partner institutions, where appropriate, on grant management and administration, including budget development, financial management and reporting, aiming to ensure equity for partners.
- Facilitate discussions with LSHTM departments and funders to accommodate partners' finance and administration systems, for example when reporting deadlines might require flexibility.

Finance

- Proactively manage the project budget(s), which will include budgets over a million pounds, maintaining accurate financial records, drafting budget justifications, budget re-profiles, uplifts and extensions.
- Take independent decisions on budget, expenditure and staff funding using own knowledge in conjunction with written guidelines/checklists and templates.
- Understand and adhere to LSHTM Financial Regulations and funder regulations.
- Assist Research Operations with the establishment of sub-contracts with partner organisations, advising on reporting/ invoicing requirements and audits.
- Review financial reports submitted by sub-contractors/collaborators to ensure the expenditure is in line with the budget and funding regulations, keeping own records of budget vs expenditure for each collaborator.
- Provide financial management reports to the Principal Investigator, and advice on direction of spending and allocation of resources, including budget forecasting, interpreting trends/patterns and making predictions.
- Collate and submit evidence of expenditure, such as copies of invoices, receipts and timesheets, to funding organisations and auditors.
- Work with Research Operations to complete detailed financial reports for submission to funding organisations, collating and submitting evidence of expenditure as appropriate and ensuring these are delivered on time.

Human Resources

- Assist in the recruitment process for new staff members including drafting job descriptions and HERA job evaluations, arranging interviews and participating in short-listing/interview panels as appropriate.
- Pro-actively monitor staffing on projects, through staff forecasting and advise the Principal Investigators when funding shortfalls arise and work together to achieve a solution.
- Prepare Payroll Variation Forms (PVFs) to extend staff contracts and change funding or full time equivalent (FTE).
- Assist in the induction and training and of new staff or temporary administrative staff within the team.
- Support staff based overseas to operate effectively and in compliance with LSHTM's human resources and financial policies and procedures.

Communication

- Develop good working relationships with internal staff at LSHTM, including Research Finance Office, HR and Finance both in person and by using emails, MS Teams, Zoom and other formats as appropriate.

- Support effective communications across project teams, including with external colleagues, partners and other stakeholders, including dealing with routine enquiries, responding to general emails or following up correspondence.
- Maintain webpages, including updating project and output/work package information and other communications materials.
- Respond to requests from LSHTM's press office and other sources regarding press and other enquires.
- Contribute to drafting written non-scientific elements of annual reports, other documentation relating to the research project and communication, promotion and dissemination documents; such as newsletters.
- Keep an up-to-date list of staff publications and make researchers aware of open access publishing requirements

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, including the Department Manager.
- Take responsibility for additional tasks and projects where there is capacity.
- Adhere to Faculty and LSHTM policy and procedures 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 general activities of the Department that help to promote the objectives of LSHTM.

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 or substantial relevant experience.	E
	• Evidence of continuous professional development including internal or external training and development programmes.	E
Experience	• Substantial relevant experience of providing proactive administrative support in Higher Education (or similar environment) and working closely with academic staff members.	E
	• Significant experience of providing administrative/financial support for research projects.	E
	• Working knowledge of funder terms and conditions and Full Economic Costing (FEC) methodology.	D
	• Proven ability to manage own work-load, organising and prioritising tasks to meet deadlines.	E
	• Proven ability to monitor a budget and prepare accurate costings, projections and reports.	E
	• Proven ability to understand and communicate/explain information (e.g. organisational policies and 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
	• Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages.	E
	• Experience of establishing or developing systems or processes to manage information.	E

	• Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format.	E
Knowledge	• An understanding of academic research and funding within higher education. • Financially literate with sound knowledge of budgeting and resource management principles.	E E
General	• Excellent interpersonal skills including the ability to establish and maintain effective working relationships. • A collaborative and flexible approach with evidence of ability to work independently and as part of a team. • Proven ability to use initiative and judgement to solve problems and to suggest ways of working more efficiently or effectively. • Commitment to embedding LSHTM's values in everyday working practices.	E E E 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 fixed term until 31 January 2028 and 35 hours per week, 1 FTE with possibility of extension. The post is available from 01 January 2027. The salary will be on the LSHTM salary scale, Grade 5 scale in the range £40,784 - £46,643 per annum pro rata for part time staff (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 has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and 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 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.