

## JOB DESCRIPTION

<b>Post</b>	Project Coordinator– WT Senior Research fellowship (SRF)
<b>Contract</b>	Fixed Term
<b>Reference No</b>	
<b>Report to</b>	Principal Investigator
<b>Role purpose/Summary</b>	To provide high quality administration and logistical support to the SRF Wellcome Trust project, within the Centre for research in infectious Diseases and LSTM
<b>Scope</b>	The post holder will support the SRF Principal Investigator, Post Docs, laboratory technicians and partners by providing an efficient and effective administrative support

### SPECIFIC RESPONSIBILITIES

	<b>KEY RESPONSIBILITIES</b>	<b>KEY ACTIONS</b> These set out how the Key Responsibilities will be achieved
<b>1</b>	<b>Administrative and Financial support</b>	Ensure Value for Money (VfM) in all administrative functions
		Identify, action and record opportunities to improve VfM whenever they arise.
		Support the process of establishing collaborative agreements with partners by effectively liaising with relevant support functions in CRID/LSTM.
		Contribute to the production of documents, papers, presentations as required by the PI and Post Docs.
		Establish efficient office systems including electronical and paper filing, handling and disposing of confidential information and recycling in accordance with CRID/LSTM policies.

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<b>2</b>	<b>Logistics, Meetings and Event Management</b>	Support the Staff to organise scientific and management meetings by assisting with: date planning; making room/venue bookings and arranging catering; preparing/circulating agendas, papers, and minutes; facilitate virtual meetings (e.g. Skype/Go to Meeting); minute taking; circulating documents; record and monitor completion of action points.
		Take responsibility for preparing and tracking meeting budgets, ensuring VfM and delivery with agreed budget.
		Provide logistics and administration support to project research activities including liaising with staff and overseas partners and travel agents to organise trips and obtain visas; calculating, distributing and processing expenses according to CRID/LSTM policies and procedures.

		Coordinate domestic and international travel and accommodation itineraries including flights, visas, hotels, currency, transfers and insurance for LSTM based project staff.
		Provide support to Post Docs and PhD students in making international travel arrangements from home country to abroad, project meetings, conferences, secondment posts and training courses.
		Deal with travel issues as they arise (both in and out of office hours) when staff are travelling overseas including problems with visas, cancellations and changes to flights/itineraries.
		Attend, support and participate in programme meetings.

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<b>3</b>	<b>Coordination and communication with internal and external partners</b>	Develop and improve templates to share the programme outputs e.g. standardised PowerPoint templates for posters and presentations with appropriate project branding and funder acknowledgement.
		Provide support to the staff to develop design maintain and update the programme webpage within the CRID website.
		Actively support the communicator in the use of other social media platforms to promote the programme.
		Be responsible for collecting and maintaining a repository of high quality images for use in programme materials, ensuring permission for use obtained and recorded
		Develop and maintain a contact database for partners and collaborators involved with the research project.

#### **FURTHER RESPONSIBILITIES**

	<b>KEY RESPONSIBILITIES</b>	<b>KEY ACTIONS</b> These set out how the Key Responsibilities will be achieved
<b>1</b>	<b>Working in a safe and ethical manner</b>	Adhere to local and legal requirements. Undertake personal health and safety responsibilities in accordance with H&S legislation and CRID/LSTM's Health & Safety Policy and procedures. Respect confidentiality and adhere to ethical requirements
<b>2</b>	<b>Travel</b>	Duties will involve occasional national travel
<b>3</b>	<b>General</b>	Any other duties commensurate with the grade and nature of the role
		Provide holiday support for Departmental secretaries when required
		Participate in staff development and training sessions as required within the post
		Day to day office management

<b>POST</b>	Project Coordinator WT-SRF
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	<b>COMPETENCY CRITERIA</b>	<b>KEY ACTIONS</b> These set out how the Key Responsibilities will be achieved
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<b>1</b>	<b>Qualifications, Training &amp; Knowledge</b>	Master 2 or equivalent
		Excellent IT and computer skills
		Knowledge of working in a public health related academic
		Experience of budget monitoring and management in a cost conscious environment
<b>2</b>	<b>Experience</b>	Proven experience in providing administrative support to externally funded research projects
		Experience of working to tight targets and deadlines
		Experience of organising international meetings including travel logistics
		Experience of minute taking at strategic level
		Experience of maintaining/developing websites and social media
		Proven administrative and time management skills and the ability to effectively prioritise workload
		Excellent organisational ability and attention to detail
		Flexible with ability to multi task and prioritise time and task demands
<b>3</b>	<b>Skills &amp; Behaviours</b>	Able to demonstrate assertiveness and tact
		Strong interpersonal skills and experience in building working relationships with people at all levels and from different backgrounds
		Excellent written and oral communication skills
		Excellent word processing, spreadsheet and PowerPoint skills
		Experience of communication with wide range of disciplines and cultures
		Ability to work co-operatively and productively as a team member as well as independently
		Enthusiastic and positive approach to work with good problem solving skills and the ability to take initiative

<b>Circumstances</b>	Full time, 40 hours per week.
	Fixed Term: 3 years

The application must be addressed to [crid@crid-cam.net](mailto:crid@crid-cam.net) and should include :

- An updated detailed curriculum vitae;
- A letter of motivation;

**Closing Date for completed applications : February 21<sup>st</sup>, 2020.**

Preselected candidates will be called for an **interview** on the **09<sup>th</sup> and 10<sup>th</sup> March 2020** and the selected one will start the job on **March 16<sup>th</sup>, 2020.**