

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate 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.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,000 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,000 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 55,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2018 Shanghai World Ranking we placed 151-200 overall, and ranked 3rd in public health, 40th in clinical medicine, and 76th in human biology. In the US News Best Global

Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health and social sciences and biomedical. LSHTM ranked first in Europe for research impact in sciences, based on its proportion of publications that belong to the top 1% most frequently cited publications, in the 2018 CWT Leiden Ranking.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. (LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates).

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

JOB DESCRIPTION

Job Title: Governance Support Officer	
Department /Division/Unit: Governance and Executive Services	
Faculty/Professional Service: Directorate	
Location: Keppel Street	
Reports to: Governance Officer	
Responsible for: Not applicable	
Full Time	Hours: 35
Grade: 4	
Overall Purpose of the job <p>The post holder will work as part of the Governance and Executive Services and with the Governance Officer to support internal boards, external committees, internal projects and governance work. The post holder will understand and help support competing priorities and provide support to enable the smooth function of operational projects and the institutional committee system.</p>	

Principal Duties and Responsibilities Communications <ul style="list-style-type: none"> To provide excellent professional and customer-focused support to LSHTM staff, students including acting as a point of contact for general enquiries, and management of departmental inboxes, providing a prompt response to queries and requests for information. To demonstrate excellent written and verbal communication skills on a daily basis, by drafting reports, papers and other documentation.
Teamwork and Motivation <ul style="list-style-type: none"> To build effective working relationships with staff within the Governance Team and take a flexible approach to the completion of tasks across the team including responding to changing requirements from senior leadership team.
Liaison and Networking <ul style="list-style-type: none"> To work effectively with the Governance Officer to coordinate and deliver on specific projects, events, and initiatives as directed, such as committee management, risk register updates. To communicate effectively with a range of internal stakeholders, including Professional Services colleagues, Faculty Operating Officers, and academic

staff, as well as members of LSHTM's Senior Leadership Team (SLT) and other groups, for the purpose of sharing information around governance e.g. paper requests, action updates and outcomes from meetings.

Service Delivery

- To service committees and provide cover for colleagues when necessary and as directed by the Governance Officer.
- To carry out high-quality fact checking and proofread papers, reports and other documents for accuracy and consistency, i.e. Management Board, SLT;
- To lead on the logistical aspects of organizing the LSHTM's committees e.g. catering, paper requests, posting paper packs.
- To support the Governance Officer in ensuring that all committee members, staff and students have easy access to relevant and current information regarding the LSHTM's governance arrangements e.g. coordination of Sharepoint sites for internal boards and corporate committees;
- Working within various project teams, taking responsibility for the administration of specific strands of project work, including research activities, analysing and presenting information and arranging meetings and briefings.

Decision Making

- On a day to day basis, determining priorities for own workload and escalate conflicting deadlines/workload to the Governance Officer.
- To be able to adapt to working both autonomously and collaboratively in different work streams, making effective business decisions either individually or part of a wider group as required

Planning and Organising

- Proactive, flexible and positive approach to work and willingness to support colleagues and respond positively to peaks of workload.
- Assisting with development, maintenance and administration of online databases
- Disseminating papers, reports and other relevant documentation on time and adapting content to suit a range of different audiences.
- To plan and prioritise own workload, including accommodating a range of demands, activities and priorities.

Initiative and Problem Solving

- Identify problems inefficiencies within systems and processes. Escalate these to the Governance Officer along with suggestions to problem solve.

Analysis and Research

- Collating and analysing information as required, ensuring accuracy and delivering to agreed timescales.
- Undertaking research on a variety of topics and issues, and presenting findings in a confident and professional manner to a variety of audiences e.g. internal presentations, reports, intranet updates.

Additional Information

- Contributing to general activities of the School that contribute to its overall objectives.
- Undertaking other general administrative work requested by the Governance Officer.

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 or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School 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 review (appraisal) process.

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: Governance Support Officer
Department/Division: Directorate

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to degree level, or equivalent, or substantial relevant experience 	E
Experience	<ul style="list-style-type: none"> Administration experience, preferably working in a team and communicating with a wide range of people Committee work, including co-ordinating the production of papers, devising agendas and writing minutes Experience of effectively acting as the project point of contact and coordinating projects. Working in a fast paced environment Working in an academic environment and working closely with academic staff 	E E E E D
Knowledge	<ul style="list-style-type: none"> Understanding of the Higher Education sector including cultural expectations and the regulatory environment Understanding the mission and values of the School, including its commitment to improving health and health equity in the UK and worldwide 	D D

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, 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 bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points