

**LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE  
PROFESSIONAL SUPPORT SERVICES**

**DEPARTMENT OF COMMUNICATIONS & ENGAGEMENT**

**PRESS AND COMMUNICATIONS OFFICER**

**GENERAL INFORMATION**



**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:** Press and Communications Officer  
**Department:** Department of Communications & Engagement  
**Reports to:** Media Manager  
**Grade:** 5  
**Location:** Keppel Street  
**Job purpose:**

Responsible for helping to protect the London School of Hygiene & Tropical Medicine's (LSHTM) reputation and developing its profile, generating media coverage relating to LSHTM's research output, world-leading scientists and teaching programme, and liaising with journalists, staff and other key stakeholders.

### **Main duties and responsibilities:**

- Generating national, international and trade media coverage by identifying, developing and pitching news stories and features based LSHTM's world-leading research and expertise
- Supporting academics to write accessible opinion-led blogs for LSHTM's website and social media channels
- Helping the team to develop innovative, striking and engaging digital and social media content
- Supporting LSHTM staff with all aspects of media engagement
- Forming strong working relationships with high-profile journalists, LSHTM academics and external stakeholders
- Liaising with journalists to secure interview opportunities, proactively and reactively
- Managing and responding to media enquiries
- Maintaining media contact and expert databases
- Monitoring, analysing and communicating media coverage
- Writing and sourcing images and multimedia content for newsletters and other print and digital media
- Overseeing filming at LSHTM
- Organising press conferences and other media events
- Facilitating LSHTM's Communications Forum
- Supporting the Media Manager and Marketing & Communications Managers in promoting the work of the team
- Deputising for the Media Manager in his absence
- Other responsibilities or duties as required by the Marketing & Communications Managers and Head of Communications & Engagement

## **PERSON SPECIFICATION**

### **Essential:**

- Excellent written and oral communication skills
- An ability to communicate complex messages succinctly, accurately and in a 'newsy' style, and develop 'story packages' that include press releases and social and digital media content
- Experience of working in media and communications within a health or science environment
- Experience of using social media, including Facebook, Twitter, Instagram and LinkedIn, in a business environment
- Thorough understanding of the UK and global media landscape
- Ability to prioritise, work to tight deadlines and cope well under pressure
- Ability to work independently and as part of a team
- Methodical, organised and accurate.
- Excellent computing and database skills

### **Desirable:**

- Flexible approach to work.
- A relevant university degree.

## **SALARY & CONDITIONS OF APPOINTMENT**

Excellent conditions, including 30 days holiday plus an additional 6 fixed "Director's Days", pension scheme, interest-free season ticket loan, and social facilities are offered. This is a full-time position. Salary will be on the School scale for Grade 5.

## **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 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 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](http://www.ukba.homeoffice.gov.uk/employers/points)