

**EXECUTIVE ASSISTANT TO THE DIRECTOR OF LIDC**

**GENERAL INFORMATION**



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 3,300 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 1,200 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 70,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2019 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, first in Europe for publishing open access research, and first in Europe and eighth in the world for research impact in sciences (for the proportion of its total publications ranking in the top 10% of most cited research).

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. We ranked 27th for medicine in the 2019 QS World University Rankings.

In the 2019 Shanghai World Ranking we placed 201-300 overall, and ranked 4th in public health (1st in the UK), 17th in clinical medicine, and 76-100 in human biological sciences. 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 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.

## **THE LONDON INTERNATIONAL DEVELOPMENT CENTRE (LIDC)**

The London International Development Centre (LIDC) facilitates interdisciplinary research and activities to tackle complex problems in international development and create a network of interdisciplinary researchers.

We bring together academics and students from across the following University of London colleges: SOAS, London School of Hygiene and Tropical Medicine, Royal Veterinary College, UCL Institute of Education, Birkbeck Geography Department, Queen Mary University of London and City, University of London. See <https://lidc.ac.uk> for more information about the Centre's aims and activities.

## **JOB DESCRIPTION**

**Job Title:** Executive Assistant to the Director of LIDC

**Department:** London International Development Centre

**Location:** 20 Bloomsbury Square, London WC1A 2NS

**Reports to:** Director of LIDC

**Hours:** Full-time

**Grade:** 3

The post holder is responsible for providing high quality support to the Director, while working closely with LIDC's Centre Manager.

The post holder must be highly experienced in executive support, including the ability to effectively manage a complex itinerary; have a good understanding of the UK research environment and international development sector; be motivated, proactive, able to work without close supervision and maintain complete confidentiality.

Will often be the first point of contact for people approaching the Director, but will also need to initiate first contact on behalf of the Director. The role holder needs to be organised and enthusiastic, with good attention to detail. Excellent communications skills are essential and the post holder will be required to attend meetings and take minutes. The post may also require some travel as needed by the Director.

### **Principal Duties and Responsibilities**

#### **Communication**

- Be the first point of contact for people approaching the Director.
- Reach out to high-level and senior stakeholders to establish first contact.
- At all times when communicating, be responsive, polite, friendly and efficient; the image of the Office represents the image of LIDC.
- On occasion, deputise for and represent the Director in meetings

#### **Team work and motivation**

Be an essential part of the LIDC office both as a PA for the Director but also as an Administrator taking over wider administrative tasks and supporting the LIDC team.

#### **Liaison and networking**

- Form strong relationships with internal and external stakeholders.
- Be part of internal and external committee meetings.
- Deal with highly confidential issues, recognising the sensitivity and possible reputational implications of such matters and ensuring appropriate liaison with

managers and other internal and external colleagues. This will include human resources related issues concerning staff.

### **Service delivery**

- Ensure that the Director is fully prepared and briefed for meetings and travel, reviewing background information on a variety of topics (related to international development) and producing drafts of documents and/or briefing papers. This will include scanning websites or printed documentation, and interacting with staff for relevant information and presenting this information in an appropriate format.
- Represent LIDC at student and staff events.
- Provide support for the Director's meetings, including collating and distributing papers, drafting minutes and following up action.
- Manage the filing system of correspondence and other papers as well as reviewing existing files and organising long-term storage as required.

### **Decision making processes and outcomes**

- Consult with internal and external stakeholders on matters arising.
- Manage diaries and exercise judgment in arranging meetings on behalf of the Director in order to ensure that urgent and important matters are prioritised. This involves checking diaries against each other, checking minutes of meetings on receipt to identify dates of future meetings, maintaining an awareness of dates of relevant conferences and organising appropriate cover for meetings in the case of absence. Understanding interdisciplinary research requests as well as the Director's commitments within LIDC and externally and, through this understanding, prioritising scheduled events or meetings.
- Manage internal and external contacts for the Director including making, receiving and screening telephone calls, processing incoming mail and e-mails, highlighting urgent and important items, and drafting replies or replying directly when required.

### **Planning and organising resources**

- Advise internal stakeholders on LSHTM's processes and procedures.
- Understand project management software and organise the Director's and administrative tasks and deadlines in the software accordingly.
- Organise financial arrangements including payment and reimbursement of funds on behalf of the Director, liaising with the School's finance office and external organisations as necessary.
- Make arrangements for the frequent travel by the Director, including all logistical and substantive aspects.

### **Initiative and problem solving**

Take initiative on behalf of the Director to deal with different and at times conflicting expectations and needs of people approaching her.

## **Analysis and research**

- Conduct research on arising matters (including researching, analysing and interpreting data) and present them in a concise way to the Director.
- Take on wider administrative tasks within LIDC. This may include HR related tasks as well as Finance related tasks such as issuing invoices and sales requests and keeping track of spending against budget for direct operating costs of LIDC.

## **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.

Competency	Evidence	E/D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Bachelor's degree or equivalent.</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in higher education</li> <li>Proven and extensive experience of supporting a senior executive, including experience of organising and streamlining the workload and timetable of a busy senior professional.</li> <li>Extensive experience of organising complex overseas travel programmes</li> <li>Experience of working with project management software.</li> <li>Experience of financial management in terms of invoicing and keeping track of spending.</li> <li>Experience with procurement systems (like Agresso)</li> <li>Experience of servicing committees and/or meetings, including taking minutes and contributing to meetings as necessary to support progress of work.</li> <li>Experience of working abroad.</li> </ul>	E E E E D D E D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the international development sector and good understanding of UK research environment.</li> <li>Excellent written English and good presentation skills, with a proven ability to draft and proof-read documentation, including correspondence and briefing documents.</li> <li>Excellent organisational abilities, able to work under pressure, and ability to assess priorities, organise own workload without supervision, meeting deadlines and initiating action, where appropriate.</li> <li>Efficient record keeping and records management.</li> <li>Good oral communication skills, including confident presentation during meetings and the ability to communicate clearly with visitors from all parts of the world.</li> <li>Working knowledge of another major language than English.</li> </ul>	E E E E E D

<b>Personal Qualities</b>	• Ability to maintain complete confidentiality.	E
	• Working well in a close team and establishing a high effective network both in the organisation and beyond with colleagues at all levels of seniority.	E
	• Excellent attention to detail.	E
	• Willingness to travel occasionally if required by the Director.	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 & CONDITIONS OF APPOINTMENT**

The post is full-time and fixed-term until 31 September 2021. The salary will be on the Professional salary Grade 3 scale in the range £25,733 to £29,129 per annum (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 "Director's Days". Membership of the Pension Scheme is available. The post is based in London at 20 Bloomsbury Square.

## **APPLICATIONS**

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

## **ASYLUM AND IMMIGRATION STATEMENT**

The School 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.

The advertisement of this role does not meet the minimum requirements set by UKVI to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.