

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE
(University of London)

PROFESSIONAL SUPPORT SERVICES

EQUALITY CHARTERS 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 £110 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. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (Moocs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is 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.

JOB DESCRIPTION

Job Title: Equality Charters Officer	
Department /Division/Unit: Executive office	
Faculty/Professional Service: Professional services	
Location: 9 Bedford Sq	
Reports to: Lenna Cumberbatch – Equality, Diversity & Inclusion Manager	
Responsible for: N/A	
Full Time/Part Time/Casual: FT	Hours (if less than full time):
Grade: 4	
<p>Overall Purpose of the job</p> <p>To co-ordinate the organisation and delivery of multiple charter marks as relate to equality, diversity and inclusion across Faculties and the Institution. This will initially include the four School Athena SWAN charter marks and may include the Race Equality Charter Mark, the Stonewall Workplace Equality Index and others that may arise.</p> <p>The major tasks and responsibilities of the post are in the areas of administration, coordination of meetings, writing minutes, writing and managing content for institution and Faculty web pages and other communications in support of any related initiatives or activities.</p> <p>The post holder will work under the supervision of the Equality, Diversity & Inclusion (EDI) Manager, but will also work closely with representatives of each Faculty.</p>	

Principal Duties and Responsibilities (Examples)
<p>Communications</p> <ul style="list-style-type: none"> Update Institute and Faculty representatives on progress of applications in the run up to submission; Update Institute and Faculty representatives on initiatives and activities as relate to any action plans resulting from past or contributing to upcoming application submissions; Arrange and minute meetings (i.e. self-assessment team) for each Faculty and Institution gatherings; Maintain mailing lists and newsletters for equality, diversity & inclusion networks; Produce and disseminate minutes, agendas and other documents as required in a timely fashion; Update web based information, leaflets and any other relevant information sources as required including publicity for core activities such as Black History Month and LGBT History Month events;
<p>Teamwork and Motivation</p> <ul style="list-style-type: none"> To take part in cross department initiatives;

<ul style="list-style-type: none"> • To work collaboratively across Faculties, providing a conduit for information sharing between the Institution and Faculties; • To be cognizant of equality, diversity and inclusion matters across the School; • To recruit and co-ordinate staff and student volunteers as needed for events, initiatives or other activities;
<p>Liaison and Networking</p> <ul style="list-style-type: none"> • To co-ordinate the equality, diversity and inclusion network sharing centrally-led/generated developments; • To build relationships and collaborate across School departments, to ensure they are aware of initiatives and activities that have come as an output of any charter work; • Act as a point of contact for Faculty representatives with broader EDI queries;
<p>Service Delivery</p> <ul style="list-style-type: none"> • Coordinate and monitor the actions following each meeting sending reminders where necessary; • Keep the EDI manager, FOOs and committee Chairs up to date where appropriate on progress of actions; • Disseminate information on equalities initiatives, activities and events; • Process invoices and payments to suppliers using correct account and project codes, following up with the Finance Department to ensure payments are promptly processed;
<p>Planning and Organising</p> <ul style="list-style-type: none"> • Plan and organise own work schedule determining priorities across projects and balancing conflicting demands with support from the EDI Manager; • Arrange logistics for any meetings including appropriate and timely room bookings, catering and technical or A/V support; • To coordinate the delivery of equality, diversity and inclusion initiatives; • Draft agendas, supporting papers and minutes for meetings; • Collate and report on aspects of good practice in policies, procedures, initiatives and activities to share internally when required;
<p>Additional Information</p> <ul style="list-style-type: none"> • To undertake other duties as determined by the Equality, Diversity & Inclusion Manager; • To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.

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: Equality Charters Officer
Department/Division: Executive Office

Competency	Evidence	E/D
Experience	<ul style="list-style-type: none"> Higher education to degree level, or equivalent, or relevant experience 	D
	<ul style="list-style-type: none"> Experience of working with colleagues at all levels within the organisation and external stakeholders; 	D
	<ul style="list-style-type: none"> Experience of committee management, including preparing papers, taking minutes and following up action points; 	D
	<ul style="list-style-type: none"> Experience of administrative work, including typing, co-ordinating diaries and organising meetings 	E
	<ul style="list-style-type: none"> Experience of working in an academic environment and working closely with academic staff 	D
Skills/Knowledge	<ul style="list-style-type: none"> Knowledge of IT skills, including use of word processing packages and spreadsheets 	E
	<ul style="list-style-type: none"> Good written communication skills for drafting content for the web and publicity materials 	E
	<ul style="list-style-type: none"> Organisational skills; the ability to coordinate and prioritise a workload across multiple teams 	D
	<ul style="list-style-type: none"> Ability to work without supervision, take initiative and solve problems 	D
	<ul style="list-style-type: none"> Interest and experience in the topics of equality, inclusion and diversity 	D
Personal Qualities	<ul style="list-style-type: none"> Commitment to School's strategic priorities of diversity and inclusion and the ability to work harmoniously with colleagues and students of all cultures and backgrounds 	E
	<ul style="list-style-type: none"> Display a professional attitude towards colleagues, students and others 	E
	<ul style="list-style-type: none"> The ability to establish and maintain effective working relationships 	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

Date compiled: 21 February 2017

SALARY AND CONDITIONS OF APPOINTMENT

The post is full-time and fixed term for 1 year. The salary will be on the Professional Support Pathway Grade 4 scale in the range £28,751 to £32,705 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.

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