

**LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE**  
**PROFESSIONAL SUPPORT SERVICES**  
**HUMAN RESOURCES**  
**HR OPERATIONS & RECRUITMENT OFFICER**



<b>Job Title:</b> HR Operations and Recruitment Officer	
<b>Department /Division/Unit:</b> Human Resources	
<b>Faculty/Professional Service:</b> Professional Support Services	
<b>Location:</b> London	
<b>Reports to:</b> Head of HR Operations, Recruitment & Systems	
<b>Full Time/Part Time/Casual:</b> Part time	<b>Hours (if less than full time):</b> 0.6 FTE
<b>Grade:</b> PSP 5	

## **GENERAL INFORMATION**

### **The London School of Hygiene & Tropical Medicine**

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

### **History**

Founded in 1899 at the London Docks, LSHTM is now based in Bloomsbury, where it has two main sites at Keppel Street and Tavistock Place, and additional sites in The Gambia and Uganda. Today, our staff, students and alumni work in government, academia, international agencies and health services across the world. [Learn more about the history of LSHTM.](#)

### **Research**

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.

### **Staff community**

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.

### **Partnerships**

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.

### **Education**

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 270,000 participants globally.

### **Excellence in research and education**

We perform strongly in various global university league tables. In the ShanghaiRanking's Global Ranking of Academic Subjects 2020 we placed 3rd in [public health](#) (1st in the UK). In the [2020 CWTS Leiden Ranking](#) LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, and third in Europe for publishing open access research.

In the US News Best Global Universities Ranking 2021, we ranked [3rd in the world for public, environmental & occupational health](#), [4th in the world for infectious diseases](#), [11th in the world for social sciences & public health](#), and [12th best University in the UK overall](#). We [ranked 27th for medicine](#) 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 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.

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 Purpose**

To provide high-level HR administrative and advisory support for the delivery of a high-quality professional HR service to managers and staff across the institution, including administering the LSHTM's central HR operational processes. This includes, but is not limited to: recruitment, job evaluation and grade review, contract administration, eligibility to work administration, system testing, audit checks, and co-ordination of FOI and Data Protection request responses.

### **Responsibilities**

- Be responsible for the effective management and delivery of the recruitment process ensuring procedures are followed in a timely and efficient manner. This will involve arranging interviews, liaising with the relevant HR Partner teams and line managers to ensure the smooth running of recruitment campaigns, issuing offers of employment and processing contracts and ensuring that eligibility to work information is checked and kept on file.
- Advise recruiting managers on recruiting schedules, appropriate advertising, job descriptions and person specifications, job evaluation (HERA framework), re-gradings of posts and remuneration.
- Carry out HERA grading for recruitment purposes in accordance with LSHTM policy and procedure. This will involve organising and arranging regular HERA review panels, undertaking HERA interviews, liaising with and supporting the relevant line managers and applicants on the HERA process and processing outcome letters and paperwork as appropriate and required.
- Ensure accurate letters of appointment and contracts are issued in a timely and efficient manner.
- Ensure staff and applicants receive timely responses to their telephone and email enquiries.
- Ensure the accurate and timely submission of visa applications and DBS checks.
- Work alongside the Staff Immigration and Compliance Officer, providing cover for the during periods of leave and high workloads for all staff UKVI compliance processes and reporting.  
To deliver a UKVI administrative support service to managers and staff in accordance with LSHTM policy and UKVI policy. This involves providing advice and guidance on

visas and immigration to recruiting managers, employees and applicants to ensure that they understand their obligations as well as ensuring that all paperwork is accurately recorded and is up to date and ensuring eligibility to work paperwork is up-to-date and monitored regularly for existing staff with visa requirements.

- Processing new starters, ensuring that all relevant information is inputted into ResourceLink in a timely manner, once a signed contract of employment/offer letter has been returned.
- Coordinating and providing administrative support for meetings to the Head of HR Operations, Recruitment and Systems including preparing agendas, taking and circulating minutes, monitoring actions, following up outcomes and arranging accommodation & hospitality.
- Support the Head of HR Operations, Recruitment and Systems in designing and delivering Recruitment and Selection training to staff across LSHTM.
- Collating information relating to FOI requests, in liaison with HR partner teams, TED, the HR Systems team and the Equality & Diversity Manager, and preparing responses for approval by the Head of HR Operations, Recruitment and Systems.
- Support the maintenance of the HR web pages and other electronic communications for the HR Division, working with the HR Systems Team, and ensuring web content is approved by the Head of HR Operations, Recruitment and Systems in line with established LSHTM standards.
- Advising and liaising with the managers on fixed-term contracts and funding extensions to ensure accurate contract amendments are produced in a timely and accurate manner and in line with legislation.
- Advising on all family friendly policies and ensuring staff understand their entitlements. Meeting with staff and managers to advise on best practice and escalating complex situations to either the Head of HR Operations, Recruitment and Systems or the HR Partner team.
- Administer contract amendment letters and changes in relation to maternity, paternity, emergency and compassionate leave, liaising with Payroll to ensure payments are made correctly.
- Liaising with managers on Probation and Fixed Term Contracts procedures.
- Calculating redundancy pay, ensuring accuracy and processing all associated paperwork in a timely manner.
- To manage and maintain resources on behalf of the Head of HR Operations, Recruitment and Systems and HR Director relating to the Department including office space, office and IT equipment, furniture, office consumables and stationery in accordance with the LSHTM's procedures.
- Undertake any other duties as reasonably delegated by your line manager

- Support staff across the departments by ensuring workloads are covered and service is maintained when other team members are absent or involved in other HR work.
- 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.
- The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

#### 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.

### Qualifications

	<b>The successful candidate should:</b>	<b>Essential/ Desirable</b>	<b>Tested by*</b>
	CIPD Level 5 qualification or have equivalent significant professional experience.	Essential	A, I
	Hold an undergraduate degree or equivalent.	Essential	A

### Background & Experience

	<b>The successful candidate should have substantial experience of:</b>		
	Providing proactive and responsive HR advice and support service to managers based on the needs of the faculty/department and also on HR procedures and legislation changes and its impact.	Essential	A, I
	Significant experience of managing high volume recruitment campaigns.	Essential	A, I
	Experience of job evaluation processes and systems, preferably HERA.	Essential	A, I
	Evidence of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner.	Essential	A, I
	Evidence of having a detailed working knowledge of UK immigration regulations, with proven experience of working with UKVI compliance processes and reporting.	Essential	A, I
	Experience of using an e-recruitment system preferably Stonefish.	Essential	A, I
	Organising and prioritising own work to the successful achievement of targets and objectives.	Essential	A, I
	Experience of working within an HR central service environment preferably in the HE sector.	Essential	A, I

## Knowledge

<b>The successful candidate should have demonstrable working knowledge of:</b>		
Understanding and application of Employment law with everyday processes and procedures.	Essential	A, I

## Skills & Competencies

<b>The successful candidate should demonstrate:</b>		
Excellent communication skills: verbal, written and in presentations.	Essential	A, I
The ability to build and sustain effective professional working relationships within HR and the wider business environment.	Essential	A, I
Positive customer focus – demonstrating a thorough understanding of customer needs.	Essential	A, I
Evidence of prioritising, planning and organising own work load in order to meet short, medium and long term deadlines.	Essential	A, I
Excellent IT skills and the ability to extract / analyse data from Human Resources Information Management Systems.	Essential	A, I
The highest levels of integrity, confidentiality and sensitivity.	Essential	A, I
A commitment to supporting LSHTM's EDI policies and procedure.	Essential	A,I

\* **A = application; I = interview;**

## **SALARY AND CONDITIONS OF APPOINTMENT**

This post is permanent and part-time 21 hours per week, 0.6 FTE. The salary will be on the professional salary scale, Grade 5 scale in the range £35,377 - £40,611 pro rata 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 "Wellbeing Days". Membership of the Pension Scheme is available.

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).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

### **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.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.