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 by Sir Patrick Manson, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. 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.

Research income has grown to over £85 million per year from national and international funding sources including the UK government, the European Commission, the Wellcome Trust and philanthropic sources.

Education programmes have grown to more than 1,000 London-based Master’s and Research students, 2,900 studying Master’s by distance learning and 1,000 on short courses and continuous professional development. We have also launched a series of free online courses, and more than 15,000 people registered on the first of these, Ebola in context. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

The School is highly ranked in various university league tables. It was named the world’s leading research-focused graduate school in the Times Higher Education World Rankings in 2013. In 2014, it was ranked in the top 10 universities in the world for citation rate by the new EU-supported U-Multirank database, fourth in the world for impact in medical sciences by the Leiden Ranking and third in the world for social science and public health in the US News Best Global Universities Ranking. According to the results of the UK government’s Research Excellence Framework, published in December 2014, the School was ranked second overall (after the Institute for Cancer Research) on the key measure of impact.
JOB DESCRIPTION

Job Title: Executive Officer (Secretariat)

Department /Division/Unit: Executive Office

Faculty/Professional Service: Directorate

Location: Keppel Street

Reports to: Secretary

Responsible for: Executive Assistance, 2 X PA’s

Full Time

Hours: 35

Grade: 6

Overall Purpose of the job

The purpose of the role is to provide a professional executive support office and secretariat service and support to Chairs and members of School committees and the Senior Leadership Team. Working with the other secretaries the role holder will assist the Secretary with the strategic and operational management of the School’s governing structures and processes. The role holder will also work closely with the Director, Deputy Director and Chief Operating Officer on specific ad hoc projects and key institutional visits.

Principal Duties and Responsibilities

Communications

- To ensure that all committee members, staff and students have easy access to relevant and current information regarding the School’s governance arrangements;
- In liaison with Communications, to design and distribute regular governance news bulletins to all committee members ensuring a good flow of communications between committees and the wider school community;

Teamwork and Motivation

- To work as a member of the Professional Services senior team
- To supervise the workload of the Executive Assistant and the PA’s to the Deputy Director, the Chief Operating Officer and the Secretary;

Liaison and Networking

- To provide professional and customer-focused support to members of Council and staff and students who are members of School committees;
- To oversee the setting of the committee timetable each year;
- To design and maintain a robust induction procedure for committee members, Chairs and Secretaries;
- To facilitate committee member access to relevant training and development opportunities;
- To promote the services offered by the secretariat and to be an ambassador for the function;
- To engage with professional development opportunities and external networks relevant to the role.

**Service Delivery**
- To manage the delivery of an effective executive support function to relevant members of the Senior Leadership Team.
- To provide administrative support for key presentations to the Deputy Director, the Chief Operating Officer and the Secretary as needed;
- To assist with the annual review and maintenance of the School’s regulations;
- To service a number of committees of Council and provide cover for other Secretaries as necessary;

**Decision Making**
- To support Chairs in updating their committees’ terms of reference;
- To provide support and advice on the governance processes within the School

**Planning and Organising**
- To oversee the setting of the committee timetable each year;
- To arrange for the election of members to relevant committees and sub-committees;
- To set up and maintain a central system for storing committee member details;
- To co-ordinate and manage key institutional level visits on behalf of the Director and Deputy Director;
- With the Secretary. To develop and contribute to the risk management and business continuity processes for the institution
- To facilitate regular Chairs’ and Secretaries’ meetings;

**Initiative and Problem Solving**
- Selecting a course of action from available options
- Resolving problems when an immediate solution is not apparent
- Dealing with complex problems which could have significant repercussions

**Analysis and Research**
- To support the ongoing effectiveness reviews of the School’s governance structure, including reviews of Council, Senate and their committees;
- To liaise with members of the relevant bodies as appropriate;

**Additional Information**

Please use this space to state any other relevant duties/responsibilities to the role which you have not included above.
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: Executive Officer

Department/Division: Directorate

<table>
<thead>
<tr>
<th>Competency</th>
<th>Evidence</th>
<th>E/D</th>
</tr>
</thead>
</table>
| Education, Qualifications and Training | • Higher education to degree level, or equivalent, or substantial relevant experience  
                                         • Evidence of continuing professional development including regular attendance on internal and external study programmes | E   |
| Experience                        | • Experience of promoting excellence in areas of administration and the provision of support services, including the setting of service standards and monitoring of performance  
                                         • Experience of working in an academic environment and working closely with academic staff  
                                         • Introducing policies, procedures, processes and systems effectively  
                                         • Committee work, including co-ordinating the production of papers, devising agendas and writing minutes  
                                         • Experience of managing high profile institutional events, co-ordinating with the relevant areas as needed | E   |
| Knowledge                         | • Understanding of the Higher Education sector including cultural expectations and the regulatory environment  
                                         • Knowledge of current thinking and policy affecting universities | E   |
### Personal Qualities

- Demonstrates ability to analyse and present information clearly and concisely, appropriate to the target audience
- Ability to generate trust and confidence among senior colleagues and external contacts
- Excellent negotiating and influencing skills
- Commitment to School’s policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and background
- Political awareness and appropriate management style
- Display a professional attitude towards colleagues, students and others

<table>
<thead>
<tr>
<th>Essential (E)</th>
<th>Desirable (D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**E-**Essential: Requirement without which the job could not be done

**D-**Desirable: Requirements that would enable the candidate to perform the job well

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