



## COMMUNICATIONS Officer

<b>Job Title:</b>	<b>Communications Officer</b>
<b>Department:</b>	Department of Population Health
<b>Faculty:</b>	Faculty of Epidemiology and Population Health
<b>Location:</b>	20 Bloomsbury Square, London
<b>FTE:</b>	1.0
<b>Grade:</b>	G5
<b>Accountable to:</b>	Head of Department through Principal Investigator (PI)
<b>Job Summary:</b>	We are seeking to appoint, as soon as possible, a highly motivated Communications Officer for the URKI GCRF Action Against Stunting Hub to lead and manage the Hub's communications. The Action Against Stunting Hub is an inter-disciplinary research team at 18 partner organisations. The post holder will work from our London office with the UK based central Hub team.

## 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.

### 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.

## FACULTY INFORMATION

**The Faculty of Epidemiology & Population Health (EPH)** houses a large group of epidemiologists, demographers, statisticians and nutritionists working on issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into four research departments.

- Department of Infectious Disease Epidemiology
- Department of Medical Statistics
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a teaching programme consisting of ten MSc courses: Epidemiology, Demography and Health, Medical Statistics, Public Health for Development (run jointly with the Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Reproductive & Sexual Health Research, Veterinary Epidemiology (run jointly with the Royal Veterinary College), Global Mental Health (run jointly with Kings College London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology, Clinical Trials and Demography in Health. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

**The Department of Population Health** aims to bring important benefits to global population health and health equity by generating, evaluating and disseminating effective interventions, treatments and policies. It is a centre of excellence in the determinants and consequences of population change.

Our research involves epidemiology, drug trials, complex intervention development and trials, demography, research on the mechanisms of disease, treatments and interventions, qualitative research and systematic reviews of evidence. We work on some of the largest public health issues in the world including: climate change and planetary health, Covid-19, demography, emergency care, global mental health, maternal, newborn and child health (MNCH), nutrition, non-communicable disease and sexual and reproductive health (SRH). The Department of Population Health has strong links with the Malawi Epidemiology and Intervention Research Unit (MEIRU), the MRC unit the Gambia, international agencies and a large network of overseas research collaborators. The Head of Department is Professor Caroline Free.

### **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 and City, University of London. See <https://lidc.ac.uk> for more information about the Centre's aims and activities.

## **UKRI GCRF Action against Stunting Hub**

Up to one million children could benefit from the UKRI GCRF 'Action against Stunting Hub', a new £19.76m research hub led by the London International Development Centre (LIDC) and the London School of Hygiene & Tropical Medicine (LSHTM) that aims to further our understanding of the causes of stunting.

The Hub aims to reduce child stunting in communities in India, Indonesia and Senegal via disruptive and innovative research. It is funded by UK Research and Innovation (UKRI) through the Global Challenges Research Fund (GCRF), which is a key component in delivering the UK AID strategy and puts UK-led research at the heart of efforts to tackle the United Nations Sustainable Development Goals.

Stunting impacts 155-165.8 million children worldwide. In 2012, the World Health Assembly recognised that child stunting was 'one of the most significant impediments to human development.' The Assembly resolved to reduce the number of children under five who are stunted by 40% by 2025. Despite political good will, reducing the world's stunted children to 100 million is now recognised as largely unachievable.

The 'UKRI GCRF Action against Stunting Hub' is an interdisciplinary team comprising researchers from 18 institutions. Running for a five-year period from March 2019 – March 2024, the Hub aims to transform current research on child undernutrition or stunting. The team proposes to change the focus of investigation of child undernutrition from individual components of the problem to the 'whole child'. Through this, we aim to understand the biological, social, environmental and behavioural context in which stunting occurs. Hub researchers will weave together a wide range of qualitative and quantitative approaches in an innovative interdisciplinary framework.

Using this holistic approach, the Hub will undertake a range of child-focused interventions to prevent, improve and even reverse some key features of stunting. The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role (attached), which may be varied from time to time, and agreed at your annual Performance and Development Review (PDR).

## JOB DESCRIPTION

<b>Job Title:</b>	Communications Officer
<b>Department:</b>	Department of Population Health
<b>Faculty:</b>	Epidemiology and Population Health
<b>Location:</b>	20 Bloomsbury Square, London, WC1A 2NS
<b>Reports to:</b>	Senior Hub Manager
<b>Hours:</b>	Full-time, 35 hours
<b>Grade:</b>	5

### General

The role holder will develop and deliver the communications strategy for the UKRI GCRF Action against Stunting Hub. The role holder will manage the communications activities of the Hub including website and social media content, organisation of events, email marketing, and reports. The role holder's responsibility is to significantly raise the external visibility and profile of the Hub through these and other public engagement activities.

## DUTIES AND RESPONSIBILITIES

### Main duties and responsibilities

- Develop, manage and implement communications and dissemination strategies and activity across a range of LSHTM programmes.
- Manage and facilitate communications with relevant key stakeholders and audiences including programme partners, ministries of health, government agencies, NGOs, the international research community, clinicians, health workers, LSHTM staff and students, and the wider general public.
- Develop and manage appropriate communications channels and platforms including websites, email newsletters, videos, podcasts, social media, reports and other publications.
- Manage the dissemination and communication of scientific outputs, including publications in peer-reviewed journals and presentations at conferences and meetings, and work closely with the Press Office in the Communications & Engagement team on any associated press releases and media activity.

- Support academics to write accessible opinion-led blogs for LSHTM's website and media outlets.
- Draft, edit and project-manage the production of reports and publications relating to the programmes, including managing designers and other contractors, or using LSHTM's templates to design materials in-house.
- Manage and develop multimedia resources across the programmes, including images, video and audio recordings.
- Manage any relevant programme inboxes and organise actions accordingly.
- Develop and manage a consistent visual identity, style guide and templates for programme communications, in line with LSHTM's brand guidelines.
- Develop and maintain communications calendars, databases, activity logs, evaluation tools and reporting for funders, partners and management.
- Participate in LSHTM's termly Communications Forum, and liaise and network with other communications staff across our School.
- Liaise with relevant programme staff and students who have a role in communications to ensure they are supported where necessary, and have access to useful resources, such as newsletter templates, social media guidance, etc. (maintained and improved by the post holder).
- Ensure all activities are consistent with LSHTM policies, branding and key messages.
- Manage and support any public engagement activities.
- Manage event operations, from pre-event, onsite and post-event tasks for approximately 12 events, such as webinars and lectures, per year, as well as the Action Against Stunting Day. These events will be delivered virtually or in a hybrid format, and will include internal events, as well as those with international reach and audiences.
- Develop and implement marketing plans for all strategic events, ensuring that promotion reaches the targeted audiences at the right time to maximise engagement (and revenue, where applicable), working with appropriate communications and social media colleagues.
- Other responsibilities or duties as required by the Marketing & Communications Manager and Head of Communications & Engagement.

## 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.

### Essential Criteria

1. Higher education to degree level or equivalent, with substantial relevant experience of working in media and communications within a higher education, global and public health, or science environment.
2. Proven experience of effectively managing communications for an organisation or projects in relevant areas of science, health or international development.
3. Excellent written and oral communication skills in English, and the ability to present information in clear, concise, and compelling ways to technical and non-academic audiences.
4. Experience of writing, editing and managing the production of a range of communications including reports, policy briefs, media features, websites, blogs and video.
5. Experience of using social media, including Facebook and Twitter, in a business environment.
6. Excellent IT skills including the use of editing and web content management software, databases and email communications management tools.
7. Excellent organisational skills and ability to coordinate and prioritise a complex workload, meet multiple, tight deadlines and manage projects to deliver successful outcomes.
8. Methodical, organised, accurate and able to cope well under pressure.
9. Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural and multidisciplinary environment together with the ability to communicate and negotiate at all levels.
10. Proven ability to use initiative and judgement to anticipate potential issues and solve problems.
11. High level of personal motivation and flexibility; ability to work independently and as part of a team; willingness to travel.
12. Proven experience of event management and marketing.

## Desirable Criteria:

1. Evidence of continuing professional development.
2. Experience of using programmes including Drupal 8, WordPress, PhotoShop, InDesign and Google Analytics.
3. Experience of event marketing, budget management for projects and policy engagement activities.
4. Understanding of the key values and principles underpinning public engagement, experience of engaging public audiences with science and/or scientific research, and understanding of funding mechanisms for university research and public engagement.
5. Understanding of public and global health research
6. Communications experience in nutrition, stunting, global health and/or research
7. Experience of organising events with international reach, speaker participation and audience engagement

## SALARY & CONDITIONS OF APPOINTMENT

The post is full-time 35 hours per week, 1.0 FTE and fixed-term for one year in the first instance, with a possibility for extension dependent on funding. The post is funded by UKRI GCRF and is available as soon as possible.

The salary will be on the Professional Services salary scale Grade 5 in the range £36,438 - £41,829 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. The post is based in London at the London School of Hygiene & Tropical Medicine.

LSHTM have a newly implemented Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. 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). Please quote reference EPH-DPH-2022-29.

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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>