

**LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE**

**FACULTY of PUBLIC HEALTH AND POLICY**

**GLOBAL HEALTH AND DEVELOPMENT**

**JOURNAL DEVELOPMENT AND COMMUNICATIONS OFFICER**



## **BACKGROUND: THE JOURNAL OF HEALTH POLICY AND PLANNING**

### **HEALTH POLICY AND PLANNING:**

Health Policy and Planning is a peer reviewed, hybrid journal publishing high quality research and original ideas relevant to the design, implementation and evaluation of health policies in low- and middle-income countries. The Journal is jointly published by the London School of Hygiene and Tropical Medicine (LSHTM) and Oxford University Press (OUP). HPP is online only and publishes continuously with ten issues per year. HPP ranks amongst the best cited journals in its subject categories with its impact factor of 3.547 and 5-year impact factor of 4.423 (category Health Policy and Services: 25/88 journals). Over 790 manuscripts were submitted to HPP in 2021, out of which only 18% were accepted for publication. Our top 10 contributions by organizations consistently include high performing higher education institutions such as University of London institutions, Johns Hopkins, Harvard University, University of Cape Town, League of European Research Universities and the World Health Organization. Our top contributions by country are from USA, England, South Africa, India and Kenya with papers published by authors from over 90 countries in the past 3 years. In 2021, our blog audience included top readers from India, Kenya, Ghana, Indonesia, South Africa, USA, UK, Nigeria and China.

There have been over 155 Health Policy and Planning papers cited in policy documents over the past year including for the World Bank, the National Institute for Health and Care Excellence, Food and Agriculture Organization of the United Nations and the World Health Organization. Health Policy and

Planning is helping bridge the gap between academic research and its real-life application, providing recent examples of high-impact work in health policy and systems research focusing on low- and middle-income countries.

### **EDITORIAL TEAM:**

The editorial team is composed of two Editors-in-Chief; thirteen Section Editors spread across four thematic sections (Health Systems Research, Health Economics, Health Policy Analysis, and Implementation Research and Evaluation); two Statistical Editors; one Supplements Editor; and one part-time Journal Communications and Development Officer. This team is supported by an Executive Board and an upcoming Editorial Advisory Board.

### **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.

## **Mission**

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.

## **FACULTY INFORMATION**

The School is divided into three academic faculties, of which the Faculty of Public Health & Policy is responsible for research and teaching in the policy, planning and evaluation of health programmes and services. Its interests are both national and international, encompassing industrialized and low and middle-income countries. The Faculty has three research departments:

- Health Services Research and Policy (HSRP)
- Global Health and Development (GHD)
- Public Health, Environments and Society (PHES)

In the Faculty there are about 250 academic staff drawn from a variety of disciplines including medicine, statistics, epidemiology, sociology, economics, anthropology, operational research, psychology, nursing and history. Each department is responsible for its own research. The School has adopted a rotating system of management for its academic departments and faculties. The management of a department is under the control of the Department Head, appointed by the Director for a period of three years in the first instance. The Faculty Head is appointed in a similar manner but for an initial period of up to five years.

The Faculty of Public Health and Policy is responsible for organizing a one-year Master's course in Public Health, which allows students to take either a general MSc in Public Health, or to follow one of several more specialised streams: Health Services Management, Health Promotion, Environmental Health or Health Services Research. The Faculty also jointly teaches the MSc Public Health in Developing Countries and MSc Control of Infectious Disease (with the Faculties of Infectious and Tropical Diseases and Epidemiology and Population Health), and MSc Health Policy, Planning and Financing (jointly with the London School of Economics). Master's courses are organized in a modular format across the whole School. One of the growing areas of Faculty teaching is distance-based learning, with MScs in Public Health and Global Health Policy. In 2017/18, over 230 students were registered for our face-to-face Masters programmes and nearly 1600 students were registered for distance learning MScs.

The Faculty has also reorganized and expanded its research degree (MPhil/PhD; DrPH) training. Currently there are about 108 students and 23 staff members registered for a research degree.

### **Department of Global Health and Development (GHD)**

The Department of Global Health and Development (GHD) focuses on novel and policy-relevant research and training to achieve impact at national and global levels. Our work, predominantly concerning low and middle-income countries, spans health policy and systems research, economic evaluation, gender violence and violence in childhood, and medical humanitarianism. There are approximately 150 staff and 100 research degree students in the Department, with total grant funding of over £35m, from a range of funders including research councils, UK and overseas charities, the European Union, the UK government and others. Academic staff come from a wide range of disciplines including economics, epidemiology, mathematics, law, politics, social policy, policy analysis, sociology and anthropology, and are grouped into two Units and a number of thematic research groups.

### **DUTIES AND RESPONSIBILITIES OF THE POST:**

#### ***Journal Development***

- Develop, lead and monitor the strategic work plan for the development of the Journal over the next year and ensure this is followed according to a timeline.
- Establishing and maintaining good working relationships between LSHTM and the Publisher along with editorial board, authors, reviewers and the community.
- Managing and monitoring performance of Publisher, holding them accountable for development strategy, quality of research outputs, timelines, contractual changes and shift to open access to ensure Journal is retaining or increasing impact in the field.
- Manage the Working Group on Diversity and Representation within HPP and implement initiatives including development of an advisory board and tools that aid decolonising global health and academic publishing.
- Develop and implement a set of initiatives to build capacities in authors from low- and middle-income countries.
- Monitor and develop ethical guidelines, including handling all queries related to ethics issues that arise in the Journal, referring to the COPE guidelines and advising the editorial office on next steps.

- Monitor competitors' environment on a regular basis, including changes in practice and possible implications for HPP.
- Develop links with regional journals, potentially publishing in other languages (Spanish, Chinese) and arrange for sharing of papers.
- Providing reports and meeting notes/action points for collaboration and individual journal meetings, responsible for all journal development and communication matters.
- Responsible for planning, and monitoring and reporting budget and finances and dealing with any questions regarding financial, governance.
- Develop and maintain a risk register for the Journal to help identify and manage potential risks to the Journal in a timely manner (e.g. competitors, changes in the open access landscape, decrease in reviewer pool etc).

### ***Communication activities***

- Develop and be entirely responsible for a strategic communications plan and campaigns to raise the profile and impact factor of the Journal over the next year and ensure this is executed according to a timeline.
- In collaboration with OUP, develop, implement and monitor an innovative marketing and dissemination strategy to raise the profile of HPP papers and reach of the Journal, including drafting and issuing press releases on particularly notable studies, conducting interviews with authors and using a variety of social media as tools to reach the intended audience.
- Manage and facilitate communications with key stakeholders and audiences including supplement partners (e.g. ministries of health, WHO, government agencies, foundations and NGOs) and the international research community and attend relevant conferences.
- Develop and manage appropriate communications campaigns, channels and platforms including journal website, blog site, podcasts, email newsletters, reports and other journal publications.
- Manage the Journal Twitter account and regularly post content (now over 10k followers)
- Manage and develop resources across the partnership, including images, video, audio, and other digital content where relevant.
- Develop emergency communications systems and protocols; monitor and respond to potential controversies or concerns relating to the Journal and its processes and policies, keeping up to date with the changing publishing landscape.
- Develop and manage a consistent visual identity, style guide and templates for the Journal.
- In collaboration with OUP, develop, implement and manage a set of web-based features to foster further interactions between HPP and its readers.
- Managing supplement leads and authors to explore opportunities for public engagement and scientific communication of published articles and key findings through social media and other outlets.
- In collaboration with OUP, develop a strategy to further increase the proportion of open access articles to 75% by January 2024 and move towards an open access model, looking carefully at the financial model for flipping, monitoring publications and liaising with the research publications team at LSTHM.
- Liaise as necessary with Section Editors and Executive Board members - e.g. regarding any commitments they have made with regards to communications and journal development, keeping them up-to-date on relevant issues, and soliciting details of conferences they will be attending for possible journal marketing.

### ***External Communications***

- Providing a readily available point of contact for enquiries from the Publisher, editorial office, authors, reviewers and external supplement leads/proposals collaborating with the Journal, and academics related to the work of the collaboration/supplement.
- Attending requested catch up meetings between the supplement leads and Journal.
- Liaison with the Journal's website designer to ensure maintenance of an up to date, high quality Journal website at OUP and within GHD/PHP.
- Ensuring the Journal functions cohesively through effective communications with academics at LSHTM including the Editors-in-Chief, Executive Board and editorial board members, academics on the board outside of LSHTM and the Publisher Oxford University Press.

### ***Internal Communications***

- Liaising (being the sole contact) with the range of LSHTM departments relating to the effective operation of the collaboration, in particular, the Research Operations Office, Finance Department, Human Resources Department, Procurement Department and Communications and Engagement Department.

### ***Management and other activities***

- Managing recruitment of editorial board members by helping to look for replacements in a timely fashion and draft contracts for signing, keeping an up-to-date record and renewing contracts on a yearly basis.
- Develop, monitor and oversee the budget for HPP for the next year and sign off on expenses, ensuring value for money.
- Monitor income and expenditure and maintain an accurate financial record system for effective management of the budget.
- Ensure payment of invoices, including for the Virtual Editorial Office, travel and honoraria payments for Editors on a yearly basis.
- In collaboration with OUP and the Virtual Editorial Assistant, contribute to the writing of the annual report and presenting of reports in editorial board meetings.
- Participate in annual editorial and executive meetings, as requested by the Editors-in-Chief, and other ad hoc meetings as needed.
- Organise annual executive and editorial board meetings and other events as requested by the Editors-in-Chief.
- Participate in monitoring, management and strategic communications with external partners of journal supplements, taking the lead in these activities and ensuring timelines are followed for launch.

### ***Initiative and Problem Solving***

- Using initiative to solve standard problems by following set procedures/guidelines, for example, responding to queries from the Department Manager, the Publisher, editorial board members, collaborators and Professional Services.
- Determine when appropriate to escalate issues to the Department Manager or someone with specialist knowledge.
- Using initiative and creativity to identify and solve more unusual problems; interpreting school and funder policies and procedures and assessing the consequences of various courses of action.

### **Monitoring & Reporting**

- Developing, implementing and maintaining an appropriate mechanism for tracking the policy and practice impacts of publications of HPP.
- Contributing to annual and any ad hoc progress reports to the editorial board and executive board, including the yearly development and communications report.
- Confidently and independently mitigate any problems that arise.

### **Other responsibilities and internal contribution**

- Being a member of the LSHTM Press Steering Committee, offering expertise and attending regular meetings.
- Being a member of the Keppel Health Review editorial board and attend regular meetings.
- Potentially line managing and/or mentoring other staff in the Department.
- Supervising the work of the Virtual Editorial Office Manager.
- Contributing to general activities of the Department and School that help to promote the objectives of LSHTM.
- To undertake and successfully complete the mandatory training required by the School appropriate to the role.
- Maintain own professional development including reflecting on own practice, and training as appropriate.
- To participate in the School's Performance and Development Review (PDR) process, including through line management of junior staff.

**This list is not exhaustive and the post-holder will be expected to carry out duties in line with these responsibilities.**

### **PERSON SPECIFICATION:**

<b>Competency</b>	<b>Evidence</b>	<b>E/D</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"><li>• A Masters degree in Business Administration, Public Health, Development Communication. or Marketing or similar, or equivalent professional experience.</li></ul>	E
	<ul style="list-style-type: none"><li>• Proven experience in a relevant field i.e. 4+ years in health research, global health communications and/or journal management.</li></ul>	E
	<ul style="list-style-type: none"><li>• Evidence of continuing professional development including regular attendance to internal and external conferences.</li></ul>	D

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of developing and implementing strategy development, including communication strategies.</li> <li>• Proven experience of effectively managing communications for international agencies, partnerships and/or academic journals in relevant areas of health or international development.</li> <li>• Experience of writing, editing and managing the production of a range of communications including journal articles, websites, blogs, video, podcast, newsletters and social media.</li> <li>• Proven ability to use initiative and judgement to anticipate potential issues and solve problems.</li> <li>• High level of personal motivation and flexibility; ability to work independently and as part of a team, including willingness to travel.</li> <li>• Excellent written and oral, written and communication skills including proven ability to present complex information in a clear, logical and compelling format.</li> <li>• Experience managing and overseeing budget spend and processing of invoices.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of academic research and the process of publishing research.</li> <li>• Excellent IT skills including the use of editing and web content management software, databases and email communications management tools.</li> </ul>	<p>D</p> <p>E</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision.</li> <li>• 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.</li> <li>• Excellent organisational skills; proven ability to coordinate and prioritise a heavy workload, meet multiple deadlines and manage expectations. Excellent organisational skills and ability to coordinate and prioritise a complex workload, meet multiple projects to deliver successful outcomes.</li> <li>• Previous mentoring/line manager experience or experience managing a team.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>

### **Accountability**

The post-holder will be accountable to Dr Sandra Mounier-Jack and Virginia Wiseman, Editors in Chief, and through them to the Head of the Department of Global Health &

Development, the Dean of the Faculty of Public Health & Policy, and ultimately to the Director of the School.

### **Salary and conditions of employment**

The post is part-time at either 14 or 21 hours per week (0.4 to 0.6 FTE) and fixed-term until 31 January 2024.

The salary will be on the Professional Services salary scale Grade 6 in the range of £41,829 - £47,503 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. The post is based in London at the London School of Hygiene & Tropical Medicine.

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**

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.

**The London School of Hygiene and Tropical Medicine is an equal opportunities employer**

**Improving health worldwide**

