



LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

PROFESSIONAL SUPPORT SERVICES DIRECTORATE

JOB DESCRIPTION

Job Title: Race Equality Advisor	
Department /Division/Unit: Directorate	
Faculty/Professional Service: Professional Support Services	
Location: Keppel Street, London	
Reports to: Head of Equity, Diversity & Inclusion	
Responsible for: N/A	
Full time/ Part-time: Full-time	Hours: 35 hours
Grade: 6	
<p>Overall Purpose of the job</p> <p>This key central role within the EDI team supports London School of Hygiene & Tropical Medicine's (LSHTM) commitment to tackling racism and progressing race equality for students, staff and the wider LSHTM community.</p> <p>As part of delivering on this commitment, you will take a lead role in co-ordinating the development and implementation of race equality activities within LSHTM, including building awareness of key issues, development of action plans in collaboration with key stakeholders, undertaking effective data analysis to support data driven race equality strategies and advising on LSHTM's race equality charter mark submission.</p> <p>You will also support the delivery of LSHTM's overall EDI agenda and work with colleagues within the EDI team to ensure there is a joined up and intersectional approach across all our EDI work.</p>	



You will act as an equality, diversity and inclusion matter expert, bringing knowledge and experience of effective approaches and sharing best practice across the School especially in the area of race equality.

It is anticipated that key outputs will be project managing the development and review of LSHTM's race equality actions arising from the EDI Programme Board alongside co-ordinating and supporting LSHTM's Race Equality Charter submission.

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.

Principal Duties and Responsibilities

Planning, Organising and Service Delivery

- Advise on and co-ordinate the development of LSHTM's whole School approach to tackling racism including project managing strategic and cross institutional race equality action plan and Race Equality Charter Mark submission in collaboration with stakeholders across the School.
- Co-ordinate the delivery of the Race Equality Taskforce, supporting the monitoring of actions arising from the group.
- Project manage LSHTM's Race Equality Charter (REC) application, supporting the cross-School REC self-assessment team throughout the self-assessment process.
- Be subject matter expert through provision of advice on race equality, race equity, antiracist and decolonial practice which supports the challenging of structural barriers and facilitates change across LSHTM's community and



contribute to ensuring LSHTM fulfils its legal responsibility to pay due regard to equality, diversity and inclusion.

- Contribute to policy review and development, liaising and consulting with key stakeholders to ensure high levels of engagement, participation and compliance for example support and advise on identifying structural barriers to student and staff recruitment and progression and recommending actions to address these.
- Deliver core EDI training sessions and oversee a specific programme of training & development related to anti-racism.

Liaison and Networking

- Working with School and Faculty EDI committees and School departments support the communication and implementation of race equality actions
- Recruit, support and develop members of the Race Equality Taskforce as required.
- Build partnerships across LSHTM including for example LSHTM's Decolonising Global Health group and the FAIR Network to enable a collaborative and partnership approach to race equality and to support the networks in the delivery and publicity of initiatives, events, actions and progress.
- Engage with external regional and national networks to keep abreast of good practice and developments across the sector.
- Working with the wider EDI team, contribute to equality, diversity and inclusion matters across the School and support development of intersectional initiatives and interventions enabling a joined-up approach with other accreditation submissions (e.g. Athena Swan)

Communications

- Develop and deliver high quality communications, briefings and training to support LSHTM's race equality, and wider EDI aims, liaising with LSHTM's Talent and Educational Development and Communications teams as appropriate.
- Work in collaboration with the wider EDI team in developing LSHTM's approach to tackling bullying and harassment, specifically racial harassment, and wider culture change programmes.



- Work with students, staff (inc the Events Team) and external organisations in order to plan and organise race equality related events including production of publicity materials suitable for a range of audiences e.g. Black History Month.

Analysis and Research

- Co-ordinate race equality data collection and processes, in collaboration with the EDI and HR teams, to support an evidence-based data-driven approach to tackling racism and developing LSHTM's race equality action plan (including data required for the Race Equality Charter Mark submission).
- Develop, maintain and regularly update key race equality information resources and make these readily available to staff and students across the School.

Additional Information

- Undertake other duties as determined by the Head of Equity, Diversity & Inclusion
- 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

Qualifications

The successful candidate should:	Essential/ Desirable	Tested by*
Hold a relevant undergraduate qualification or relevant professional experience	Essential	A
Hold a relevant post-graduate qualification	Desirable	A

Background & Experience

The successful candidate should have a background in, or experience of:	Essential/ Desirable	Tested by*
Experience of implementing a broad range of equality, equity, diversity and inclusion activities within a large organisation, preferably within an educational environment, including anti-racist activities	Essential	A, I
Experience of engaging, consulting and working with a range of stakeholders demonstrated by evidence of influencing and changing organisational policy or practice	Essential	A, I



Project management in the area of equality, diversity and inclusion in a complex organisation facilitating change from inception to implementation.	Essential	A, I
Supporting implementation of equalities frameworks, e.g. Race Equality Charter, Athena SWAN, Stonewall	Desirable	A

Knowledge

The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by*
Up-to-date knowledge and understanding of EDI related legislation	Essential	A
Excellent knowledge and understanding of key race equality issues, including antiracist and decolonial theory and practices and its application within higher education	Essential	A, I

Skills & Competencies

The successful candidate should demonstrate:	Essential/ Desirable	Tested by*
The ability to gain support and actively drive organisational change in a professional, constructive and non- confrontational manner using a confident and collaborative approach	Essential	I
Excellent communication, persuasion and relationship building skills including the ability to engage a range of audiences and stakeholders on race equality issues and antiracism and to respond sensitively to a range of views.	Essential	I
The ability to successfully facilitating meetings and to lead/organise cultural change/learning and development events	Essential	A, I



Strong data collection, analysis and visualisation skills, ability to use metrics and data to support critical thinking and organisational change	Essential	A
Excellent IT skills including excel and use of social media.	Essential	A
Tenacity and resilience, able to respond positively to unexpected situations or barriers and develop solutions to complex issues	Essential	A, I
Ability to work autonomously as well as being a strong team player	Essential	A, I
Strong training and facilitation skills and the ability to navigate group discussions related to concepts, theories and approaches related to EDI	Essential	I

*** A = application; I = interview; T = test**

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

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

SALARY AND CONDITIONS OF APPOINTMENT

The post is full-time, permanent with an immediate start date.

The salary will be on the Professional Services scale Grade 6 in the range £41,829-£47,503 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.

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. Please quote reference PSS-DIR-2022-16-R.

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>