

# JOB DESCRIPTION



<b>Job Title:</b> Global Panel Deputy Director
<b>Department:</b> LIDC/DPH
<b>Faculty/Professional Service:</b> EPH
<b>Location:</b> 20 Bloomsbury Square, London, WC1A 2NS
<b>Reports to:</b> Director, Global Panel
<b>Responsible for:</b> Policy Officer and Project Officer
<b>Full Time/Part Time/Casual:</b> Part-time
<b>Hours (if less than full time):</b> 0.6 FTE, 21 hours
<b>Grade:</b> 8
<b>Overall Purpose of the job:</b> <p>The Deputy Director will work part-time with the part-time Director to deliver the Global Panel's challenging portfolio of activities. The post-holder will be an experienced leader, capable of working closely with the high-level Global Panel members to provide effective guidance to decision-makers, particularly governments, in order to inform and help generate nutrition-enhancing agricultural and food policy and investment in low- and middle-income countries.</p> <p>The major responsibilities of the post are team leadership, risk management, Panel member communications and oversight of the Secretariat in the London office.</p> <p>Strong leadership, administrative and communications skills are essential, along with a proven ability to influence decision makers and collaborate with others in government, research, the private sector and civil society. The role requires excellent planning, delivery and strategic skills, along with strong line management experience and exceptional leadership ability. The ideal candidate will have experience in running a small but broadly linked office in an academic or policy-based environment.</p>

## General Information

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.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

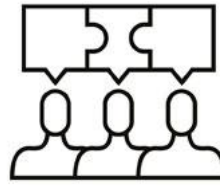
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## FACULTY/DEPARTMENT INFORMATION

### The Faculty of Epidemiology & Population Health

The Faculty of Epidemiology & Population Health (EPH) houses a large group of epidemiologists, demographers, statisticians and nutritionists working on major issues of importance to public health provision in the UK and globally. EPH employs approximately 560 people in five research departments.

- Department of Infectious Disease Epidemiology & Dynamics
- Department of Infectious Disease Epidemiology & International Health
- Department of Medical Statistics, which includes the Clinical Trials Unit
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a postgraduate teaching programme including eleven intensive MSc courses: Epidemiology, Demography and Health, Medical Statistics, Health Data Science, Public Health for Development (jointly with Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Global Mental Health (jointly with Kings College London, Institute of Psychiatry), Reproductive & Sexual Health Research, Sexual & Reproductive Health Policy and Practice (online), Veterinary Epidemiology (run jointly with the Royal Veterinary College) and Climate Change and Planetary Health. There are also three distance Learning MSc courses: 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**

The Department of Population Health (DPH) 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 Suneetha Kadiyala.

## **Main Duties and Responsibilities**

### ***Teamwork and Motivation***

- Ensure that the Global Panel is closely linked to global policy and research networks on food systems, nutrition and agriculture, representing the Global Panel at all levels.
- Direct the work of the Secretariat staff in setting priorities and deadlines and delegating tasks to the appropriate people.
- Act as line manager for the Secretariat staff.
- Enhance the reputation of LSHTM and the Panel by driving high-quality research and policy impact through the very senior members of the Global Panel, its staff and consultants.
- Provide leadership, motivation and direction to the Secretariat team on a daily basis.
- Ensure the smooth day-to-day running of the Secretariat team, providing necessary leadership so that staff form a coherent and highly effective team to deliver agreed outputs.
- Create a supportive working environment in the Secretariat, where staff can make a full contribution to programme development and maximise their skills and potential.

### ***Liaison and Networking***

- Lead on developing engagement with external organisations, including civil society, private sector and multilateral organisations to deliver excellent outreach work on behalf of the Global Panel and to contribute to the reputation and interests of LSHTM.
- Oversee the development and follow-up of engagement strategy in the lead-up and follow-up to key summits including UN Food Systems Summit, Nutrition for Growth (N4G) and COP29.
- Develop relationships with external partners and cultivate excellent stakeholder engagement in order to influence policy developments through the Global Panel's senior international membership.
- Strengthen existing relationships with both internal and external partners domestically and overseas, including Panel members' organisations.
- Oversee all the Secretariat team's work.
- Foster positive relationships with external consultants and organisations to collaborate on outputs and events.
- Deputise for the Director to liaise with funders.

### ***Service Delivery***

- Anticipate future risks and needs, planning for both in terms of the agreed work programme, and identify new opportunities as they arise, developing an overall project implementation plan.
- Provide leadership and support to the Secretariat staff to enable them to work effectively towards the achievement of the Global Panel's objectives.
- Ensure the delivery of the Secretariat's programme in support of the Global Panel in bringing evidence-based guidance to decision and policy makers on agriculture, food systems and nutrition at both global and national levels.
- Ensure delivery of the evidence outputs of the Secretariat with a particular focus on ensuring that policy briefs are published on time and pitched to the right audience.

- Design and implement a programme of high-level events, workshops and round tables for Panel members to promote the Global Panel's messages and reports and to engage national and international policy makers.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Oversee an effective communications, advocacy and outreach strategy for the Global Panel, ensuring that Panel members are supported effectively to maximise their influence and impact.
- Develop an overall project plan, as well as overseeing event-specific project plans, track progress and assist the Director and project leads to achieve outcomes on time, on budget and within the scope.
- Develop a strategy for the effective management of the Global Panel's activities in conjunction with the Director, ensuring management structures and processes are transparent.

### ***Communications***

- Engage directly with Global Panel members and their representatives by phone and email to support their outreach work on behalf of the Global Panel.
- Set quality standards for operational, logistical and communications activities that fit with the Global Panel, LIDC and the London School of Hygiene and Tropical Medicine's reputation for excellence.
- Edit in-country and evidence briefs for publication and international distribution by the Global Panel.
- Oversee the implementation of the Global Panel's communications strategy.
- Oversee the work of the Communications Officer to review and approve project communications, internal and external, to ensure that the Secretariat, Panel members, funders, partners and wider audiences are regularly informed about Panel activities and achievements.
- Deputise for the Director to liaise with funders.

### ***Decision Making***

- Provide direct line management to Secretariat staff.
- Deputise for the Director in their absence and undertake additional activities as required in service of effective project delivery.
- Be responsible for the supervision of the budget and oversee administration, handled by the Project Manager.
- Lead weekly team meetings to resolve problems and discuss weekly priorities in the Secretariat.
- Decide what aspects of multi-disciplinary evidence is converted to high-quality policy recommendations to leaders in Africa and South Asia.
- Advise the Director as to which country-specific partnerships to pursue.

### ***Planning and Organising***

- Lead the strategic planning of engagement work at global and national levels.
- Lead on drafting the impact reports to funders.
- Work closely with the African Development Bank and other donors, building strategic alliances to ensure the effectiveness of the Panel's work.
- Manage staff to prioritise their workloads by providing daily input, have a regular weekly catch up conversations and perform annual performance development reviews (PDRs) as per School HR policy.

- Oversee the work of the Project Officer, who leads on all administrative, financial and human resources aspects of the project.
- Ensure the project's milestones and targets are met in a timely manner.

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

- Work closely with food system and nutrition organisations around the world to bring attention to innovative policy solutions to ensure effective improvements in access to healthy diets in low- and middle-income countries.
- Use creativity and experience to identify and realise the opportunities for the South Asian leadership initiative, including negotiating with stakeholders, managing regional tensions and being aware of sensitivities in the region to deliver evidence-based nutrition interventions.
- Use innovative and creative thinking to resolve issues which challenge existing practice in consultation with the Director, Technical Advisor and consultants.
- Work with the Director to reallocate resources and ownership of tasks to the Secretariat team and external stakeholders quickly and effectively during high-pressure situations, such as during high-level international meetings and conferences or Global Panel Annual meetings.
- Use project plans to plan ahead, anticipating and avoiding potential risks and conflicts related to under-staffing at especially busy periods and planning events well in advance.
- Develop and implement a risk management strategy for the Global Panel.
- Collaborate and communicate with other LIDC and LSHTM teams working on nutrition and food security to highlight innovative solutions to malnutrition.

### ***Analysis and Research***

- Design and produce innovative methods of promoting policy advice in an international arena, identify gaps in existing knowledge and ensure policy recommendations made by the Global Panel are heard at a national and international level.
- Analyse new policy and research-related opportunities to generate further food system interventions in specific low- and middle-income countries.
- Oversee analysis of the impact of the Global Panel's work to devise indicators and assess the Global Panel's contributions to food systems policy by designing appropriate indicators.
- Analyse technical choices for a selection of brief topics through assessment of recent research and policy needs.

### ***Knowledge and Experience***

- Experience of working with high-level policymakers at an international level
- Provide advice to the Director on strategies for deepening the impact of the Global Panel's policy recommendations.

### ***Additional Information***

- As the Director of this project works part-time, the Deputy Director will play an important leadership role within the Secretariat in delivering outputs and external activities. This is high profile role that requires someone with technical expertise as well as the ability to communicate effectively with

high-level government officials, Global Panel members and their representatives, as well as a wide range of senior stakeholders.

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 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 Head of Professional Service.

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.

**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 and Development Review (PDR).**

## 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.

Competency	Evidence	E/D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• A first degree</li> <li>• Postgraduate degree in nutrition, food, agriculture or international development or equivalent knowledge acquired by experience</li> </ul>	E
		E
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of management within a research and policy environment</li> <li>• A deep understanding of the global landscape for political action on issues in sectors relating to agriculture, nutrition and/or health and appreciation for the importance and role of evidence in underpinning development interventions in these areas</li> <li>• Experience of developing policy and advocacy targets in a complex stakeholder environment</li> <li>• Experience of designing and leading events at international level</li> </ul>	E
		E
		D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Solid understanding of the agriculture, nutrition and food systems sectors</li> <li>• Ability to build networks and work effectively with high-level Panel members</li> <li>• Ability to show leadership in communicating at a high level. For example, communicating research outputs and promoting research uptake</li> </ul>	D
		E
		E
<b>General</b>	<ul style="list-style-type: none"> <li>• Collaborative and flexible approach and ability to work well and effectively with Secretariat colleagues, advisers, funders, Global Panel members and their representatives</li> <li>• A strong commitment to the mission of the Global Panel</li> </ul>	E
		E



	<ul style="list-style-type: none"><li>• A commitment to supporting LSHTM's EDI policies and procedures</li></ul>	E
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E-Essential: Requirement without which the job could not be done

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

Date compiled: 10 November 2023

## Salary and Conditions of Appointment

The post is fixed term until 31 October 2024 and part-time 21 hours per week, 0.6 FTE. The salary will be on the Professional Services salary scale, Grade 8, £62,028 pro rata (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 has a 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.

## Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. 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", "Yes" or "No" will not be considered acceptable and will not be scored.

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

LSHTM 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 on the [government immigration rules page](#).