

GENERAL INFORMATION

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, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services. Research income has grown to more than £110 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. 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.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (MOOCs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is a member of the M8 Alliance of Academic Health Centres, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

JOB DESCRIPTION

Job Title: Executive Officer – Partnerships and Events	
Department /Division/Unit: Global Panel on Agriculture and Food Systems for Nutrition	
Faculty/Professional Service: London International Development Centre (LIDC)	
Location: 36 Gordon Square, London, WC1Y 0PD	
Reports to: Global Panel Deputy Director	
Full Time/Part Time/Casual: Full time	Hours <i>(if less than full time):</i> Full time
Grade: 5	
<p>Job Context:</p> <p>London International Development Centre LIDC is a consortium of Colleges of the University of London which facilitates interdisciplinary research and training to tackle complex problems in international development. It brings together social and natural scientists from across the University of London's Bloomsbury Colleges to develop and implement research and training, and helps students in these Colleges to meet and learn about international development. A key recent focus of LIDC has been interdisciplinary and inter-sectoral research on agriculture and health for development. This programme places LIDC at the forefront of research on the effect of agricultural practice and policy on nutrition and health.</p> <p>Global Panel on Food Systems and Agriculture for Nutrition Launched at the Nutrition for Growth event on 8 June 2013 in London, the Global Panel on Agriculture and Food Systems for Nutrition is an independent group of influential experts advising decision-makers, particularly governments, on generating nutrition-enhancing agricultural and food policy and investment in low and middle income countries. The 11-member Panel is co-chaired by Professor Sir John Beddington and His Excellency John Kufuor. The purpose of the Panel is to provide global research and policy leadership to maximise the contribution of agriculture and food systems to improve nutrition and health outcomes, particularly of women and children.</p> <p>The Global Panel is supported by a Secretariat, based at the London International Development Centre (LIDC), whose activities are co-funded by the Bill & Melinda Gates Foundation and the Department for International Development (DFID).</p> <p>The Global Panel works to ensure that agriculture and food systems support access to nutritious foods at every stage of life. The Global Panel regard improving nutrition as a global challenge, but one with a particular urgency for low and middle income countries where poor diets cause both undernutrition and a growing burden of diet-related Non-Communicable Diseases (NCDs). To address this challenge, the aims of the Panel are to catalyse research, consolidate evidence and experience, and promote evidence-based policies for agriculture and food systems that will improve nutrition.</p> <p>The activities of the Global Panel are focused on the following areas:</p>	

- Policy and technical brief production and dissemination – including the launch of these by Panel members at key external events around the world
- Engagement at international events to highlight the need for action on food systems for healthy diets and raise the profile of the Panel's work
- Core Panel business meetings of the Panel and their representatives that take place once a year
- Foresight 2.0 – a team running a subproject to launch a foresight study
- Mentoring support and advice to the African Leaders for Nutrition (ALN) and South Asia Policy Leadership for Improved Nutrition and Growth (SAPLING) initiatives launched by Panel members AfDB President Akinwumi Adesina, and Prof Srinath Reddy.

Overall Purpose of the job

The Global Panel Secretariat's Executive Officer – Partnerships will work with and provide support to the Director and Deputy Director to ensure the effective management of the project. The post holder will serve as the liaison between the Director, Deputy Director and other members of staff, consultants, and external partners to lead on internal and external partnership efforts. A key area of focus will be strengthening stakeholder engagement activity and working directly with Panel members, Representatives, and other key partners to increase the visibility and impact of the Global Panel's work, develop strategic partnerships, and promote collaboration with other actors in the sector. The ideal candidate will enjoy working in a small, busy office environment. This post requires excellent communication, problem-solving and organisational skills, as it involves working with a diverse group of senior stakeholders in a highly international environment. The post holder will be proactive and have strong administrative skills and be comfortable with a varied, dynamic job. This post will require domestic and international travel as needed in order to carry out these duties.

Principal Duties and Responsibilities

Communications

- Initiate written and oral dialogue with technical nutrition and food systems experts to develop strategies for collaborative activities, events and papers.
- Develop, strengthen and build relationships with new and existing external partners in international ministries of health and agriculture, UN bodies, civil society organisations and others through ongoing communication, collaboration and partnerships.
- Translate complex concepts and technical information on nutrition and food systems into clear and concise language to promote the work of the Global Panel. This includes tailoring key messages to be shared with various external audiences through a variety of media, including presentations made by Panel members, Representatives, Secretariat staff and funders to relevant partners and the public.
- Lead on management of registration, preparation and organisation of domestic and international meetings, including workshops, brief launches, high-level roundtable meetings, and liaise with the administrative assistance staff responsible for making travel and logistical arrangements.
- Prepare detailed meeting briefs and speaking points for Panel members, Representatives, high-level dignitaries and invited speakers that provide critical background information and key messages on the project and meeting aims, as well as participant biographies for internal and external meetings, including but not limited to the Annual Panel meeting, Annual Representatives meeting, regional

Foresight Report launches, regional workshops and high-level roundtable meetings.

- Serve as rapporteur for high-level roundtable meetings and workshops to distil key messages and action points from technical language, and then report conclusions and follow up with stakeholders to initiate and develop action plans.
- Take minutes for internal and external meetings, including planning meetings and bilateral meetings with high-level decision-makers, and then circulate meeting reports to attendees, Panel members, Representatives and funders.
- Maintain ongoing communication with Global Panel members, Representatives, funders and external partners to provide clear and timely updates on Panel activity and progress, and to address any outstanding action points.

Teamwork and Motivation

- Request all team members submit priorities and deadlines requiring action from the Director to prepare clear discussion agendas, briefings, action points, and papers for clearance/approval.
- Collaborate with the communications team, consultants, Panel members, Representatives, and external partners to develop and follow an engagement strategy in parallel to each meeting that is aligned with the meeting agenda, aims and outputs, including promotional materials, press releases, infographics, website updates and Twitter content.
- Actively contribute to the work of the Secretariat, including assisting on communications activities, event planning and implementation as well as logistics arrangements, brief publication, and general administrative support to the Secretariat as necessary.

Liaison and Networking

- Coordinate and lead on international high-level roundtable meetings organised by the Global Panel Secretariat and external partners, such as with the John A Kufuor Foundation in Ghana and the Federal Ministry of Agriculture and Rural Affairs in Nigeria.
- Develop, maintain and strengthen relations with external partners and stakeholders to secure high-level attendance at Global Panel events and raise the visibility of the Panel, including senior representatives from government, private sector and civil society organisations, such as Ministries of Health, Agriculture and Gender, Food and Agriculture Organization of the United Nations (FAO), World Bank, The Chicago Council, Global Alliance for Improved Nutrition (GAIN), HarvestPlus, and the World Food Prize Foundation. Work in this area includes drafting and sending letters of invitation, participant and speaker briefs, meeting summaries and thank you notes for participants in Global Panel events.
- Attend external events on behalf of the Global Panel Secretariat to engage with key stakeholders, such as the FAO, the African Union Commission, the Alliance for a Green Revolution in Africa (AGRA), the All Party Parliamentary Group (APPG) on Agriculture and Food for Development, the World Food Prize Foundation, the International Food Policy Research Institute (IFPRI), and Chatham House.
- Serve as the primary contact and liaison for the Global Panel on the African Leaders for Nutrition working group and the South Asian Policy Leadership for Improved Nutrition and Growth initiative.
- Maintain and foster excellent relations with colleagues and consultants at the Secretariat, at LIDC and representatives and members of the Global Panel, other staff in key departments at LSHTM (e.g. Finance, Grants, HR, IT, Payroll) and organisations to ensure targets and deadlines are met.
- Maintain membership of formal or professional networks.

Service Delivery

- Negotiate with partner organisations to ensure that all financial transactions adhere to donor compliance regulations as well as LSHTM finance guidelines, working with partners to request additional information as necessary.
- Proactively identify and approach potential partner organisations for collaboration. When working with partners, ensure the highest level of staff (e.g. ministerial or CEO) are engaged in discussion and action. This allows collaborative outputs and activities to be executed at the highest standard of excellence as dictated by the Global Panel, LIDC, LSHTM and funders, including strategic planning of meeting themes, objectives, media visibility, safety and facilities.
- Extrapolate key data, messages and findings from Global Panel products and tailor meeting and briefing materials accordingly.
- Anticipate and address any potential delays or obstacles in delivery of outputs and identify solutions, consulting the Director, Deputy Director and Finance/Admin Manager when necessary.
- Liaise with the administration staff responsible for the organisation of travel for the Director, Global Panel members, their representatives, consultants and the Secretariat, including booking flights, accommodation and ground transportation, applying for visas, submitting travel insurance and risk assessment forms, processing travel reimbursement claims, arranging meeting registration and preparing comprehensive travel briefs with necessary documentation for travel, serving as a resource to answer questions, troubleshoot potential issues, and approve as necessary.
- Willingly travel domestically and internationally to attend high-level meetings, workshops and conferences as required by the Global Panel Director, and maintain a flexible work approach and ability to adapt to situations on the ground, including observing cultural protocols, limited access to technology, and travel delays.

Decision Making

- Identify target individuals in external organisations and develop, follow and update an engagement strategy plan to initiate relationship building to promote collaborative activity.
- Carry out stakeholder analysis to determine who new stakeholders in the Global Panel's network should be, and serve as the point of contact for these individuals and organisations to promote the work of the Global Panel and shape international understanding of issues of nutrition, agriculture and food systems with external partners such as the World Bank, the FAO and international ministries.
- Ensure smooth running of Global Panel's events. Using sectoral knowledge of leaders in nutrition, agriculture and food systems, and being cognisant that these individuals are often called away to last-minute state-level business, identifying appropriate alternative high-level experts and ensuring their participation at short notice.
- Identify and action any tasks that must be completed within deadlines and when the Director is out of the office for international meetings, such as finalising meeting reports, sending time-sensitive correspondence, issuing invitations, registering for events, and finalising travel.
- Collaborate with the Director on strategic decision-making for agenda development for Global Panel events, including how to maximise engagement with Panel members, Representatives and external partners and identifying individuals for the role of chair, moderator, speaker, and participant.
- Decide the safest, most cost effective and time efficient route of travel when organising overseas meetings.
- Work on a day-to-day basis managing own workload without supervision.

Planning and Organising

- Manage the development, organisation and execution of international high-level roundtable meetings and provide leadership and guidance on how to strategically shape agendas in order to achieve policy objectives and outcomes for the Global Panel and partner organisations.
- Develop work plans for Secretariat, consultants and external partners to manage subprojects to prioritise, delegate and track progress of various aspects of planning regional workshops, high-level round table meetings, and report launches. This includes conducting background research, devising concept notes, developing meeting aims, identifying speakers and key participants, managing logistical arrangements, sending and tracking invitations, preparing speaker briefs, preparing meeting materials, note taking and writing meeting reports and follow-up activity as necessary.
- Work with the Finance and Admin Manager to ensure subprojects are run within budget.
- Provide high-level support to the Directors, including creating and tracking project work plans and timelines, drafting letters, monitoring and maintaining email correspondence, preparing meeting briefs and proofreading and editing technical and policy documents.
- Collaborate with the Director, Deputy Director and Finance and Admin Manager to ensure the project's milestones and targets are met in a timely manner.
- Delegate and assign tasks to other staff, consultants, and other members of the Secretariat staff as necessary and on behalf of the Directors.
- Assist the Finance and Admin Manager and administrative assistance staff with preparation for Global Panel Annual and Representatives' meetings and other meetings hosted by the Secretariat at LIDC, including liaising with speakers to coordinate their travel and accommodation, ensuring that relevant audio-visual facilities are available, providing administrative support for the production of meeting documents and audio-visual materials, organising catering and social events, booking rooms and other facilities as well as any other necessary logistics.
- Manage a web-based fileshare space used to store project documents and reports as well as the Global Panel meetings calendar, providing support and training to Global Panel members, Representatives and staff in how to use it effectively.
- Reserve LIDC meeting rooms and assist with event set-up and clean up, working with Finance and Admin Manager and administrative assistance staff.

Initiative and Problem Solving

- Ensure smooth running of Global Panel's events. Using sectoral knowledge of leaders in nutrition, agriculture and food systems, and being cognisant that these individuals are often called away to last-minute state-level business, identifying appropriate alternative high-level experts and ensuring their participation at short notice.
- Formulate contingency plans and arrive in advance of overseas meetings and events in developing countries to minimise risk and disruption, such as if meeting materials are held up in customs, participants' luggage is lost, or to get clarity on any cultural or linguistic misunderstandings.
- Proactively anticipate problems and risks to the project, and provide solutions for any potential issues related to events hosting and administration, including political sensitivities, on-the-ground logistics and constraints, and delivery of planned outputs.
- Work with colleagues in the School's Finance department and the Admin and Finance Manager to ensure payment of suppliers providing services for overseas meetings and events, travel services, and consultancy work receive compensation in a prompt and timely manner.

<ul style="list-style-type: none"> • Use discretion to initiate, respond to and follow up on any program work, action items and correspondence when the Director is out of the office. • Work with the Director, Deputy Director and Finance and Admin manager to select meeting dates, places and times, and to organise and to oversee the distribution of meeting documents.
<p>Analysis and Research</p> <ul style="list-style-type: none"> • Review and analyse the Secretariat work plan to identify any risks, gaps, or staffing trends that may impact the delivery of outputs or adherence to deadlines. • Carry out stakeholder engagement research and analysis to identify key experts, organisations and government bodies working on specific areas of nutrition and agriculture and determine the optimal strategic approach to ensure active engagement with the Global Panel and its work. • Conduct background research for projects, meetings and initiatives as necessary, including in-country meetings and the African Leaders for Nutrition initiative, by extrapolating and synthesising data from sources such as the Global Nutrition Report, the Global Hunger Index, and the FAO Food Price Index. • Serve as rapporteur for regional workshops and roundtable meetings. • Contribute to writing the business case to funders for a second round of funding application to extend the life of the Global Panel project, as well as the DFID Annual Report.
<p>Additional Information</p> <ul style="list-style-type: none"> • Willingly undertake other activities that may arise in service of effectively delivering the Global Panel's outputs.

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 - Partnerships
Department/Division: London International Development Centre, Global Panel on Agriculture and Food Systems for Nutrition

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> A first degree or equivalent experience. A postgraduate degree or equivalent experience in an agriculture, nutrition or development area 	E D
Experience	<ul style="list-style-type: none"> Substantial successful administration experience, preferably in an academic/ development context Experience working in a team and communicating with a wide range of people in a multicultural environment, including external stakeholder management 	E D
Knowledge	<ul style="list-style-type: none"> Ability to use initiative, meet tight deadlines and manage own workload through effective prioritising and time management 	E
Skills	<ul style="list-style-type: none"> Excellent communication skills, including verbal and written proficiency, great attention to detail, and ability to take clear and concise meeting notes Strong relationship management skills and ability to work as part of a team and with a diverse range of colleagues and stakeholders Basic business skills for invoicing and ordering using electronic database and systems 	E E D
Personal Qualities	<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to deal confidently, professionally and politely with face-to-face, telephone, written and email interactions with high-level Panel members, their Representatives, funders, and external stakeholders. Experience and comfort with international travel and engaging with partners in multicultural context 	E D

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: 14 November 2016

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 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 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