

# JOB DESCRIPTION



<b>Job Title:</b> Strategic Executive Officer (Research)
<b>Department:</b> Directorate
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> Keppel Street, London
<b>Reports to:</b> Pro Director Research & Academic Development with a dotted line to the Head of Executive Office
<b>Responsible for:</b> Executive Assistant
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> Grade 6
<b>Overall Purpose of the job:</b> The postholder will provide strategic and operational support to the Pro Director Research & Academic Development in ensuring LSHTM's strategic priorities across the research portfolio are fully defined and delivered. They will support delivery of the School's research, innovation and impact strategy and accompanying operational plan. They will be responsible for tracking and driving progress against this plan as well as ensuring the delivery of other objectives and projects of strategic importance. They will provide advice to the Pro Director Research & Academic Development and act as their representative in meetings and in addressing queries, issues and taking forward actions as required. They will provide briefings, and draft communications, reports, and policies on behalf of the Pro Director Research & Academic Development.  The post holder will be self-motivated and innovative. They will have excellent organisational and interpersonal skills and be able to command the trust and confidence of a range of stakeholders, internal and external to LSHTM. The ability to think ahead and problem-solve independently is essential, as are strong data management and analytical and written communication skills. The ideal candidate will have experience of working in a research-intensive setting in the Higher Education sector, an understanding of the current challenges and opportunities facing the sector, and a commitment to making a positive impact.  The applicant will need to demonstrate a willingness to support all aspects of the Pro Director Research and Academic Development portfolio. They will need to collaborate closely with the Strategic Research Office, Associate Deans for Research, Finance, Legal & Compliance, HR, Strategic Planning & Executive Office, as well as other colleagues, and functions as needed.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

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.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

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

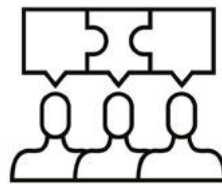
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## FACULTY/DEPARTMENT INFORMATION

### Pro Director Research & Academic Development

The Pro Director Research & Academic Development is responsible for working closely with academic and professional service staff to ensure the vision in the LSHTM Strategy is reflected in its research activities, to undertake high quality, impactful research to address health and health equity in the UK and worldwide. A major programme of strategy implementation is now underway, including a review of research assessment processes, identification of research strengths, bolstering clinical trial capacity globally, enhancing the Doctoral College, reviewing partnership working, supporting careers of future research leaders and other initiatives.

## **Main Duties and Responsibilities**

### **Strategic Delivery**

- Support development of LSHTM's research, innovation and impact strategy.
- Take ownership of the operational plan for delivery ensuring that progress against objectives is monitored and reported.
- Take forward actions and tasks on behalf of the Pro Director Research & Academic Development ensuring they are kept up to date and outcomes are achieved.
- To support the Pro Director Research & Academic Development with delivery of strategic projects within the research portfolio, leading on the operational aspects of these projects as necessary.
- Contribute to future project planning, and generation of innovative ideas to continuously improve the delivery of research at LSHTM.
- Proposing creative and innovative ideas to problem solving a range of complex tasks and challenges.

### **Reports & Policy Development**

- Preparing reports and briefings for and on behalf of the Pro Director Research & Academic Development including Council and Senate papers.
- Undertake research and analysis, identifying information sources internally and externally, collating information and input from others, analysing to identify trends, summarising salient information with clarity and appropriately for the intended audience.
- Proactively review relevant news and events relevant to the remit of the Pro Director, Research & Academic Development, briefing them as appropriate.
- Maintain an awareness of the issues, challenges and opportunities pertaining to research activities facing LSHTM and the wider sector.
- Fact checking and proofreading papers, reports and other documents for accuracy and consistency.
- Making recommendations to inform high level decision making (e.g., regarding policies, processes, solutions) based on knowledge of best practice and research/review of issues.
- Support policy review and development across the research portfolio, particularly policies owned by the Pro Director Research & Academic Development.

### **Communication & Collaboration**

- Developing and maintaining effective working relationships with colleagues across the School and with external partners.
- Demonstrating strong written and verbal communications on a daily basis, by writing reports, papers, briefings, policies, articles and other documentation, and presenting these as and when required.
- Communicating with a range of internal and external stakeholders including academic and professional services leadership, staff across the faculties, members of Council, and students.
- Writing communication materials and correspondence for a range of audiences.
- Actively support other colleagues and knowledge share information.

- Disseminating and receiving communications and other correspondence to internal and external partners in relation to different project streams, policies or procedures and other key areas of work.
- Use networks, both within LSHTM and externally, to share ideas and collaborate on best practice.

### **General Operational Support**

- Bring urgent matters to the attention of the Pro Director Research & Academic Development and provide advice when appropriate.
- Independently resolve day to day problems as they arise, escalating to the Pro Director Research & Academic Development as required.
- Ensuring the effective management of key meetings including preparing and circulating meeting papers and agenda, tracking and ensuring timely completion of actions.
- Handling queries and correspondence on behalf of the Pro Director Research & Academic Development.
- Plan and prioritise own workload incorporating tasks as allocated by the Pro Director Research & Academic Development, ensuring their completion within agreed timescales.
- Managing confidential and complex information with diplomacy and discretion.
- Managing recruitment and staff changes as required by the Pro Director Research & Academic Development including but not limited to HERA of roles, writing advertisements and job descriptions, arranging interviews and drafting interview questions.
- Supporting the Pro Director Research & Academic Development with other administrative processes as required.

### ***Additional Information***

- Undertaking other general administrative work requested by the Pro Director Research & Academic Development.
- As a member of the Executive Office professional services team, participating in team meetings, and contributing to office activities e.g., information exchange, induction, training etc.
- Contributing to general activities that contribute to the School's strategic objectives
- Demonstrating LSHTM's values through your behaviour at work, including your duties and responsibilities in respect of equality and diversity, health and safety, data protection, and any other legislative requirements.

### **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.

<b>Competency</b>	<b>Evidence</b>	<b>E / D</b>
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Higher education to degree level or equivalent, or equivalent relevant experience.</li> <li>• Evidence of on-going professional development.</li> </ul>	<p>E</p> <p>D</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a higher education institution.</li> <li>• Proven experience of advising on research management and/or strategy</li> <li>• Significant experience of supporting the development of strategic and operational policy relating to research</li> <li>• Demonstrable experience of advising and influencing senior staff on strategic research priorities and objectives</li> <li>• Experience of communicating with a wide range of people at all levels of an organisation.</li> <li>• Experience of servicing meetings including agenda management and managing confidential information.</li> <li>• Demonstrable experience of successfully managing projects to completion.</li> <li>• Experience of producing reports, briefings and other formal written materials (e.g., policies, communications).</li> <li>• Experience of applying intellectual rigor and understanding, to identify, analyse and interpret complex data in a logical manner and explain and summarise findings for different audiences.</li> <li>• Experience of improving operational performance and the ability to deliver change</li> <li>• Experience of managing a budget and resource allocation getting value for money</li> <li>• Experience of data collection and analysis to support decision-making.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>

	<ul style="list-style-type: none"> <li>• Experience of working with and supporting individuals at a senior level and providing strategic advice</li> </ul>	E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of current challenges the higher education sector is facing including research funding and the strategic.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Understanding the mission and values of LSHTM, including its commitment to improving health and health equity in the UK and worldwide, and how their role contributes to delivery of that mission.</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Knowledge of relevant interdisciplinary research relating to global and/or public health</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Understanding the research excellence framework (REF) system for organisational research quality assessment.</li> </ul>	D
<b>General</b>	<ul style="list-style-type: none"> <li>• Exceptional organisational skills, with the ability to juggle competing priorities to meet deadlines.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Completion of work to a high standard, with attention to detail and accuracy.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• A high standard of written and oral communication, with the ability to present information clearly and concisely, appropriate to the target audience.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Self-motivated, able to work independently with minimal supervision.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Solutions-focused, with a proactive and creative approach to problem solving.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Have a flexible and adaptive approach to work and embraces change.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Collaborative approach, ability to build strong working relationships, and a commitment to working as part of a team.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Displaying a high level of diplomacy, exercising discretion in all duties.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to influence and motivate others, including senior staff.</li> </ul>	E

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: Jan 2024

## Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 6 scale in the range £43,947 - £49,908 per annum 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](#).