

# JOB DESCRIPTION



<b>Job Title:</b> Communications Officer
<b>Department:</b> Communications & Engagement
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> London
<b>Reports to:</b> Marketing & Communications Manager (with dotted line management to relevant academic leads)
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> Grade 5
<b>Overall Purpose of the job:</b> To manage strategic communications activities for a number of specific research projects, groups, LSHTM Centres (hereinafter referred to as 'programmes') on a flexible basis, and to support core activities in the central Communications & Engagement team.  The post holder will be based in the Communications & Engagement team and will work closely with relevant Principal Investigators and Centres Directors – these academic leads will each have funded a proportion of the role's FTE and therefore, direct an according amount of the day-to-day activities. The programmes worked on may vary in duration, with work on new programmes beginning when grant funding for existing programmes comes to an end.

## 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

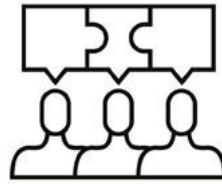
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

### **Main Duties and Responsibilities**

- Develop, manage and implement communications and dissemination strategies and activity across a range of LSHTM programmes.
- Manage and facilitate communications with relevant key stakeholders and audiences including programme partners, ministries of health, government agencies, NGOs, the international research community, clinicians, health workers, LSHTM staff and students, and the wider general public.
- Develop and manage appropriate communications channels and platforms including websites, email newsletters, videos, podcasts, social media, reports and other publications.
- Manage the dissemination and communication of scientific outputs, including publications in peer-reviewed journals and presentations at conferences and meetings, and work closely with the Press Office in the Communications & Engagement team on any associated press releases and media activity.
- Support academics to write accessible opinion-led blogs for LSHTM's website and media outlets.
- Draft, edit and project-manage the production of reports and publications relating to the programmes, including managing designers and other contractors, or using LSHTM's templates to design materials in-house.
- Manage and develop multimedia resources across the programmes, including images, video and audio recordings.
- Manage any relevant programme inboxes and organise actions accordingly.
- Develop and manage a consistent visual identity, style guide and templates for programme communications, in line with LSHTM's brand guidelines.
- Develop and maintain communications calendars, databases, activity logs, evaluation tools and reporting for funders, partners and management.
- Participate in LSHTM's termly Communications Forum and liaise and network with other communications staff across our School.
- Liaise with relevant programme staff and students who have a role in communications to ensure they are supported where necessary, and have access to useful resources, such as newsletter templates, social media guidance, etc. (maintained and improved by the post holder).

- Ensure all activities are consistent with LSHTM policies, branding and key messages.

### 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>Higher education to degree level or equivalent, with substantial relevant experience of working in media and communications within a higher education, global and public health, or science environment</li> </ul>	E
	<ul style="list-style-type: none"> <li>Evidence of continuing professional development</li> </ul>	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of effectively managing communications for an organisation or projects in relevant areas of science, health or international development</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent written and oral communication skills in English, and the ability to present information in clear, concise, and compelling ways to technical and non-academic audiences</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of writing, editing and managing the production of a range of communications including reports, policy briefs, media features, websites, blogs and video.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of using social media, including Facebook and Twitter, in a business environment</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of using programmes including Drupal 8, WordPress, Photoshop, InDesign and Google Analytics</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of event marketing, budget management for projects and policy engagement activities</li> </ul>	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent IT skills including the use of editing and web content management software, databases and email communications management tools.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent organisational skills and ability to coordinate and prioritise a complex workload, meet multiple, tight deadlines and manage projects to deliver successful outcomes</li> </ul>	E
	<ul style="list-style-type: none"> <li>Understanding of the key values and principles underpinning public engagement, experience of engaging public audiences with science and/or scientific research and understanding of funding mechanisms for university research and public engagement.</li> </ul>	D

	<ul style="list-style-type: none"> <li>• Understanding of public and global health research, ideally with previous communications experience in this area</li> </ul>	D
<b>General</b>	<ul style="list-style-type: none"> <li>• Methodical, organised, accurate and able to cope well under pressure.</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>• 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; willingness to travel</li> </ul>	E E E 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 fixed term for 1 year and full-time 35 hours per week, 1 FTE. The post is available from 01 April 2024. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £38,282 - £43,947 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](#).