

JOB DESCRIPTION



Job Title: EDI Officer
Department: Directorate
Faculty/Professional Service: Central Services, EDI Office
Location: Keppel Street, London
Reports to: Director of EDI
Full Time/Part Time/Casual: Full Time
Grade: Grade 5
Overall Purpose of the job: This key role within the EDI team will support the London School of Hygiene & Tropical Medicine's (LSHTM) commitment to embedding EDI principles across School practices and culture. You will 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. The ideal candidate will have expertise and experience across a range of areas related to EDI and, in particular, in Disability. 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 Disability, Neurodiversity and reasonable adjustment. You will work closely with colleagues in HR and Student Support Services to provide a joined-up approach to reasonable adjustment.

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

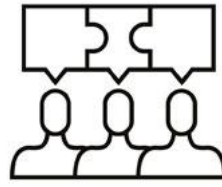
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

Organising, Advising and Service Delivery

- Work closely with the EDI team to support the delivery of the School's EDI goals and action plans.
- Contribute to EDI policy review and development, liaising and consulting with key stakeholders to ensure high levels of engagement, participation and compliance.
- Be the subject matter expert through provision of advice on Disability and Neurodiversity which supports the challenging of structural barriers and facilitates change across LSHTM's community and contribute to ensuring LSHTM fulfils its responsibility to pay due regard to equality, diversity and inclusion.
- Work closely with HR and the Student Support Services to coordinate the development and implementation of activities relating to reasonable adjustment within LSHTM, including building awareness of key issues, development of action plans in collaboration with key stakeholders.
- Undertake effective data analysis to support equality strategies on Disability and advising the school on reasonable adjustment.
- Co-design and deliver core EDI training sessions including a specific programme of training & development related to Disability, including Neurodiversity. Liaise with TED team to commission an external provider where there is a need.

Liaison and Networking

- Work with School and Faculty EDI committees and School departments to support the communication and implementation of EDI and Disability related actions.
- 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 to EDI.
- Serve on relevant LSHTM Committees

Communications

- Develop and deliver high quality communications, briefings and training to support LSHTM's EDI goals and Disability actions, liaising with LSHTM's Talent and Educational Development and Communications teams as appropriate.
- Work with students, staff (inc. the Events Team) and external organisations in order to plan and organise intersectional and Disability related events.

Additional Information

- Support LSHTM with Charter submissions.
- Work in collaboration with the wider EDI team in developing LSHTM's approach to tackling bullying and harassment and wider culture change programmes.
- Undertake other duties as determined by the Director of EDI.
- Undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required of the postholder.

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
Education, Qualifications and Training	<ul style="list-style-type: none">Degree level qualification, or equivalent, or substantial relevant experienceSubstantial training across a range of EDI areas	E
		D
Experience	<ul style="list-style-type: none">Extensive EDI knowledge and evidence of achievements within a complex organisationAchievements in delivery of inclusion objectives with a focus on Disability including Neurodiversity	E
		D
Knowledge	<ul style="list-style-type: none">Highly developed skills in working on EDI projects, independently, and in collaboration with team members and stakeholdersExcellent communication and relationship building skills including the ability to engage a range of audiences and stakeholders on Disability issues and to respond sensitively to a range of views.Strong training and facilitation skills and the ability to navigate group discussions related to concepts, theories and approaches related to Disability.Excellent IT skills (including Microsoft Word, Excel, PowerPoint)	E
		E
		D
		E
General	<ul style="list-style-type: none">Have the ability to work independently as well as be a team-playerPassionate about equality, diversity and inclusionCreative about making workplaces inclusiveNot afraid to challenge the status quo	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: Feb 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 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.

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 **but due to the pending salary threshold changes effective 4 April 2024 applicants under certain circumstances may not qualify for sponsorship**. 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](#).