

JOB DESCRIPTION



Job Title: Faculty Administrator
Department: EPH Central
Faculty: Epidemiology and Population Health
Location: Keppel Street, London
Reports to: Faculty Executive Officer
Responsible for: N/A
Full Time/Part Time/Casual: Part-time or full-time
Hours (if less than full time): 0.6 – 1.0 FTE
Grade: Grade 4
Overall Purpose of the job: To support the day to day running of the Faculty Office within the Faculty of Epidemiology & Population Health, and to be responsible for a variety of administrative areas including faculty communication and events management and research and teaching administrative support. The role is full-time, however applications for part time working from 3 days a week will be considered.

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

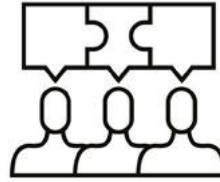
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

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
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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.

Main Duties and Responsibilities

Faculty Administration

- Organise meetings on behalf of the Faculty Operating Officer, including all recurring meetings such as one-to-ones as well as ad hoc meetings as required.
- Be committee secretary for Faculty Equality, Diversity and Inclusion committee and working groups, and the Faculty Operations Management Team meetings, duties include preparing agenda, booking meetings, taking minutes, following up actions and supporting the Chairs in other committee related work as required.
- Manage the organising of the Project Administration forum, posting information on the Teams site as required, setting up zoom links and assisting with managing the zoom during the meeting including setting up break out rooms and noting actions.
- Support faculty equality, diversity and inclusion projects.
- Support the Health Data Research (HDR) UK's Black Internship programme, candidate selection process, interviews and onboarding, as well as taking any meeting notes.
- Understand the role of the Faculty Office and work as a key member of the Faculty Office team, supporting other team members to ensure that responsibilities are met.

Faculty Communications & Events

- Work with the other Faculty Administrator to monitor and respond to emails in the eph_office inbox in a timely manner.
- Be responsible for Faculty communications, creating an annual communications plan in liaison with the Faculty Management Group, compile and distribute the Faculty newsletter, monitoring the effectiveness of faculty communications plus creating innovative solutions.
- Develop and maintain the Faculty's internet and intranet pages, including creating and gathering content, designing layout, working with Communications & Engagement.
- Support communications for the Faculty Equality, Diversity and Inclusion committee, including managing the SharePoint Page, sending out faculty communications and improving faculty awareness of the committees' activities.
- Act as the point of contact for communication matters within the Faculty.
- Cascade information to staff and students within the Faculty as requested.
- Provide support for large Departmental workshops, seminars, etc. in conjunction with the Department Managers, (e.g. booking rooms, catering, arranging travel/accommodation, liaising with key staff and speakers) as required.
- Manage events held within the Faculty, leading on event organisation including negotiation with venues and other external providers, plus liaise with the Events Team where appropriate.
- Manage the Bradford Hill Memorial lecture including organising the event, liaising with external speakers, processing all of the associated invoices and monitoring budget.

Safety and space

- Assist the Faculty Safety Supervisor in maintaining the Faculty's Health and Safety records.
- Carry out other duties relating to the Faculty as requested by the Faculty Safety Supervisor or Faculty Operating Officer.
- Record and report monthly swipe in data of Faculty members based in London.
- Take responsibility for and facilitate Faculty space management, including: moves, refurbishments and minor works, purchase of furniture and equipment, management of budget for refurbishment, work and equipment.

Teaching Support

- Provide administrative support for the Faculty's extensive portfolio of short courses including providing a management report of course finances, analysing spend against budget, checking submitted forms for accuracy, flagging any discrepancies and trends to the FOO, and submitting approved forms.
- Act as the first point of contact for issues and queries relating to the Faculties short course portfolio.
- Provide detailed analysis of income and expenditure of short courses to the Faculty Operating Officer to support improved financial decision making.

MedStats MSc Admissions

- Take ownership of the MSc MedStats interview process including the organisation of all interviews and upholding compliance standards relating to the process.
- Review the processes relating to the Med Stats interviewing process, updating and streamlining processes where needed.

Finance

- Undertake a quarterly reconciliation of expenditure against budget for the main Faculty non staff account identifying and investigating discrepancies to resolve issues.
- Provide support to the Faculty Operating Officer and Faculty Executive Officer for the financial management of the Faculty e.g. running reports on Agresso and summarising information and identifying trends, providing updates and management reports as required.
- Quarterly review of staff charged to the faculty code, flagging discrepancies and requesting further information off the departments.
- Order equipment for staff on Agresso.

Other

- Cover for faculty office staff during periods of absence, including deputising for the Faculty Executive Officer.
- Maintain confidentiality as appropriate.
- Take responsibility for specific tasks or projects as requested by the Faculty Executive Office and Faculty Operating Officer.
- Proactively building effective working relationships with staff within and outside the Faculty, participating in meetings, workshops, groups as appropriate.

- Participate in relevant training, development and networking activities to expand knowledge, skills and experience.
- Adhere to Faculty and School policy and procedures at all times.

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"> • Minimum of higher education to A Level, or equivalent, and relevant experience. • Degree, or equivalent professional qualification. • Evidence of continuing professional development i.e., training and development courses. 	<p>E</p> <p>D</p> <p>E</p>
Experience	<ul style="list-style-type: none"> • Previous experience in an administrative role. • Experience of working in an academic environment and working closely with academic staff. • Proven ability to manage own workload, organising and prioritising tasks to meet deadlines. • Proven experience of being methodical and working with close attention to detail to produce accurate work. • Experience of adhering to organisational policy and processes and ensuring these are communicated to and followed by other members of staff. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> • Experience of communicating information in a clear and concise way, e.g., updating/developing webpages, creating newsletters, reports, posters, composing emails to summarise or disseminate information. • Excellent relevant IT skills, (e.g., MS Word and Excel) and willingness to learn new software packages. • Proven ability to update and manage electronic information, (e.g. databases and spreadsheets) and produce summaries and reports. • Experience of planning, organising or running events, e.g., meetings, seminars, workshops and conferences. 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
Knowledge	<ul style="list-style-type: none"> • Numerate and financially literate with demonstrable experience of effective budgetary management and control. • Ability to see the bigger picture and to understand how activities in one area of work can impact on other areas. • Understanding of the Higher Education environment and a working knowledge of academic research projects/research funding. 	<p>E</p> <p>E</p> <p>D</p>
General	<ul style="list-style-type: none"> • Collaborative and flexible approach with proven ability to work well and effectively with colleagues / students. • A professional attitude with ability to employ discretion and confidentiality as appropriate. • Excellent customer service skills. 	<p>E</p> <p>E</p> <p>E</p>

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: February 2024

Salary and Conditions of Appointment

The post is available full-time, 35 hours per week at 1 FTE, however part-time applications from 3 days a week (0.6 FTE) will also be considered. The role is permanent and available immediately. The salary will be on the Professional Services salary scale, Grade 4 scale in the range £33,111 - £37,298 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.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.