

JOB DESCRIPTION



Job Title: EDI Programme Manager
Department: Directorate
Faculty/Professional Service: Central Service
Location: Keppel Street, London
Reports to: Director of EDI
Full Time/Part Time/Casual: Full-time
Grade: Grade 7
Overall Purpose of the job: The Equity, Diversity and Inclusion Programme Manager is a key role to the delivery of the LSHTM's new EDI strategy (2024-2026) and longer term School wide commitment to proactively address systemic barriers, close inequitable outcome gaps and embed EDI within our culture and the way we work. You will manage School wide EDI operations and programmes and lead on specific EDI initiatives and policy reviews. Working closely with the Director of EDI, you will ensure that our delivery is optimised, conduct EDI data analysis and reporting, and line manage two members of staff.
The ideal candidate for this role is someone with strong operational management skills who takes an evidence-based approach to EDI.

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

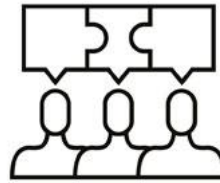
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

Strategic direction, advice, decision-making and reporting

- Be the lead EDI professional on specific EDI projects, initiatives and policy reviews
- Assist the Director of EDI with EDI Office planning and budgeting
- Work with the Director of EDI and other senior stakeholders to drive cultural change in the School to embed equity, diversity and inclusion in all facets of our activities
- Oversee the implementation, delivery and evaluation of EDI activities and projects across the School and ensure that operational activities remain on time and within budget
- Take ownership of programming and scheduling of EDI team projects, activities and events.
- Manage the day-to-day operation of the School's equality impact assessment process
- Chair EDI team weekly meetings
- Ensure that EDI operations management is forward thinking, fit for purpose and effectively supports the School to meet its EDI strategic goals
- Responsible for providing assurance to the Director, Exec that processes and initiatives are effective and recommending improvements to increase efficiency where necessary
- Ensure appropriate mechanisms are in place to help monitor impact of EDI initiatives and related policies
- Identify ways to improve the processes that the EDI team and the School uses to embed equity, diversity and inclusion across operations, policies, practice and culture, and implement those
- Ensure team and School EDI policies and practices are compliant with relevant EDI legislation, regulation and best practice
- Oversee coordination and engagement in equalities frameworks, such as Athena SWAN, the Race Equality Charter Mark and Stonewall Workplace Equality Index
- Line management of two EDI staff (grades 4 and 5)

Liaison, Networking

- Identify the need for and develop additional staff networks and groups as required
- Undertake stakeholder mapping and engagement – identifying key internal and external partners, proactively scheduling, managing and evaluating engagement with stakeholders
- Provide high level support to departments across the School, to enable inclusive approaches in their communications to staff and students.
- Serve on relevant LSHTM Committees and Working Groups

Communication

- Develop and produce high-quality EDI-related papers for LSHTM management groups and committees ensuring they provide appropriate recommendations supported by an evidence base where appropriate
- Oversee collation and analysis of EDI data and write Annual Reports for relevant publications and committees to inform and progress towards the School's EDI strategic goals
- Attend meetings of School committees and other relevant meetings as necessary (including Executive Team, People & EDI Committee etc) to present EDI data and reports

EDI training

- Support the EDI team and the Talent & Educational Development Team in co-designing and co-delivery of EDI training at the School and lead on specific items when necessary

Additional Information

- Undertake other duties as determined by the Director of EDI, and deputise for the Director at internal and external meetings/events when the need arises.
- 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"> • Hold a relevant undergraduate qualification or relevant professional experience. • Substantial training or experience in programme management and EDI 	E D
Experience	<ul style="list-style-type: none"> • Project management, monitoring and evaluation of equality, diversity and inclusion initiatives within a large organisation • Senior experience in managing complex EDI operations and programmes for a large organisation • Experience of working in an educational environment • EDI reporting • Process optimisation and improvement • Implementing equalities frameworks, e.g. Athena SWAN, Stonewall 	E E D E E D
Knowledge	<ul style="list-style-type: none"> • Extensive programme management and operational expertise in EDI • Persuasive and clear verbal and written communication skills and high-level report writing skills • Excellent relationship building abilities across a range of stakeholders, including senior management, staff networks and trade unions • Adept at delivering training to a range of stakeholders • Advanced IT skills (i.e. MS Project, Word, Excel, PowerPoint, programme planners and trackers) • In depth knowledge of current legislation and good practice on equality, diversity and inclusion. • Knowledge of EDI legislation with application within higher education (including Athena SWAN and Race Equality Charter Mark) 	E E E E E D
General	<ul style="list-style-type: none"> • Have the ability to work independently • Have the ability to be an excellent team player • Passionate about equality, diversity and inclusion • Committed to making workplaces inclusive • Not afraid to challenge the status quo • Tenacity and resilience, able to respond positively to unexpected situations or barriers and develop solutions to complex issues 	E E 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 7 scale in the range £51,299 - £58,723 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. 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](#).