

# JOB DESCRIPTION



<b>Job Title:</b> Faculty Administrator (People and Operations)
<b>Department:</b> PHP Central
<b>Faculty/Professional Service:</b> PHP
<b>Location:</b> 15-17 Tavistock Place (hybrid working available)
<b>Reports to:</b> Faculty Executive Officer
<b>Responsible for:</b> N/A
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> Grade 4
<b>Overall Purpose of the job:</b> Comprised of the Faculty Executive Officer and two Faculty Administrators, the PHP Faculty Office team supports the Dean and Faculty Operating Officer in operational coordination and delivery, including research, finance and HR administration, management of events and committees, senior staff diary management, and communication strategies. The Faculty Administrator (People and Operations) has a particular focus on HR, EDI (equity, diversity and inclusion), and communications and events administration.

## 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

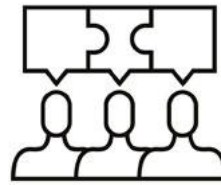
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## **FACULTY/DEPARTMENT INFORMATION**

Faculty of Public Health and Policy

The Faculty of Public Health and Policy (PHP) aims to improve health in the UK and worldwide. We do this through research, teaching and consultancy in the areas of health policy, health systems and services, and public health. We run a range of popular and respected MSc courses, research degrees, short courses and CPD.

The faculty has around 250 academic staff, 50 Professional Services staff, and 250 doctoral students. We are the largest multi-disciplinary public health group in Europe, and one of the largest groups world-wide of social scientists working on health. We use multidisciplinary and multi-method approaches to generate new knowledge to improve health in specific contexts and inform transferability of approaches across contexts. We engage with people, policymakers and service providers to ensure our research is inclusive, relevant, and informs policy and practice.

Our research, teaching and consultancy are inter-disciplinary, encompassing anthropology, economics, epidemiology, geography, history, international relations, mathematics political science, psychology, public health medicine, sociology and statistics.

We actively work to embed the principles of equity, diversity and inclusion (EDI) within Faculty practice, policies and processes.

### **PHP is made up of three departments:**

- Department of Global Health and Development which focuses on health policy and systems research, economic evaluation, gender violence and violence in childhood, and medical humanitarianism, all primarily in low and middle income settings.
- Department of Health Services, Research and Policy which focuses on improving the quality, organisation and management of health services and systems.
- Department of Public Health, Environments and Society which focuses on the social and environmental influences on health and how these are addressed.

## **Main Duties and Responsibilities**

### **Faculty Communications and Events**

1. Organise and support large and small-scale Faculty events and meetings. This will include planning, logistics, and financial administration.
2. Assist with maintaining and developing the Faculty's internet and intranet pages.
3. Where required, compile and distribute the weekly Faculty newsletter.
4. Cascade information to staff and students within the Faculty as requested.
5. Act as the point of contact for internal communication matters within the Faculty.
6. Assist with development of LSHTM and Faculty reports/publications as requested.

### **Support for Equity Diversity and Inclusion activities**

1. Provide operational support to the PHP Equity, Diversity and Inclusion Committee, working closely with the Co-Chairs.
2. Organise meetings of the Committee, setting the agenda with the Co-Chairs, taking notes and following up on actions.
3. Provide support to the Committee's sub-groups by assisting with idea generation, organising meetings, prompting actions and updates, and advising on timescale for delivery of outputs.
4. Devise and support communications for EDI activities using email, intranet, posters and other media to engage members of the faculty

### **Faculty Operations**

1. Regularly review Faculty procedures, making amendment recommendations to the Faculty Executive Officer (FEO) and Faculty Operating Officer (FOO) to ensure best practice.
2. Where LSHTM Policy and Procedures are updated, make required Faculty procedure amendment recommendations to the FEO and FOO.
3. Support implementation of any Faculty procedural changes.
4. Contribute to Safety activities. This will include maintaining the Faculty's Health and Safety records and providing updates to LSHTM's Safety team.
5. Work with Department Administrators to ensure Faculty and Department records are stored correctly and reviewed regularly and in accordance with GDPR and LSHTM HR guidelines.
6. Proactively review, suggest and implement improvements for record keeping in the Faculty Office.
7. Support and develop initiatives that will positively impact Faculty members, e.g. activities that encourage data storage best practice, or supporting Faculty networking, social and wellbeing groups.

### **Support the Faculty Operating Officer**

1. Provide effective administrative support to the Faculty Operating Officer (FOO), including: assisting with diary management, arranging regular and ad hoc meetings, catch-ups and cover, answering queries, administering expenses, responding to requests, and preparing and finalising documentation as appropriate.
2. As required, proactively managing the FOO's diary, scheduling appointments and maintaining and developing stakeholder relationships

### **General Faculty Administration**

1. 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.
2. Support the Faculty strategic objectives relating to building a thriving and informed community for staff and students.
3. Deputise for other Faculty Office staff in the event of their absence.
4. Welcome visitors/staff members/students responding to their queries or referring them as appropriate.
5. Maintain confidentiality as appropriate.
6. Undertake other reasonable duties at the request of the Dean of Faculty, Faculty Operating Officer or Faculty Executive Officer.

### **Meetings & Committee Support and Coordination**

1. Coordinate the monthly Faculty Operations Management Team meetings (Faculty Operating Officer, 3 Department Managers, Research Degree Manager, Faculty Executive Officer).
2. Coordinate the Faculty's Equity, Diversity and Inclusion committee meetings.
3. Coordinate other ad hoc meetings as required

Support for the above will include booking meeting venues, creating Zoom calls, working with the Chairs to confirm agendas, distributing papers, taking a meeting summary, tracking decisions and actions, and following up on actions to ensure updates are provided.

### **Support for Research and Consultancy activities**

Oversee and co-ordinate the weekly Letter of Intent (LoI). This will include:

1. Previewing submitted Lols, requesting further information as necessary.
2. Obtaining initial comments from Research Operations and Strategic Research staff.
3. Circulating Lols to the Faculty Management Group (FMG) for comments and decisions.
4. Updating related Faculty records.
5. Providing feedback, outcomes, and next steps to relevant staff.

Where Lols require urgent outcomes, a process similar to the above will be carried out on an ad hoc basis).

### **Human Resource Administration**

1. Review Faculty recruitment requests, advising approvers of any inaccuracies or suggestions.
2. Where required, provide advice and guidance on recruitment processes and documentation.
3. Update and maintain electronic staffing records, ensuring that the Faculty holds comprehensive staffing records that are in line with GDPR, and LSHTM's retention guidelines.
4. Provide reports on staff data as required.
5. Complete and submit Contract Variation forms (CVFs) as required.
6. Assist with reviewing Payroll Funding Variation forms (PVFs) submitted for Faculty approval. Where required, role holder will also need to complete and submit PVFs.
7. Assist with undertaking monthly, retrospective payroll checks.
8. Working with Department Administrators, advise on, and take responsibility for monitoring and co-ordinating the Faculty's honorary staff and visitor processes.
9. Coordinate paperwork for changes in time-limited Faculty management roles.

### 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>	Proven relevant administrative experience in a university or similar environment	E
	Evidence of continuing professional development i.e. training and development courses	E
	Educated to degree level or equivalent	D
<b>Experience</b>	Experience of providing executive support to a senior member of staff	D
	Proven ability to update and manage electronic information (e.g. databases and spreadsheets) and produce summaries and reports	E
	Proven experience of being methodical and working with close attention to detail to produce accurate work	E
	Experience of adhering to organisational policy and processes and ensuring these are communicated to and followed by other members of staff	E
	Significant experience of communicating information in a clear and concise way with strong attention to detail e.g. preparing meeting minutes, updating/developing webpages, creating newsletters, reports, posters, composing emails to summarise or disseminate information	E
	Experience of planning, organising or running events e.g. meetings, seminars, workshops, conferences	D
	Experience of coordinating or managing projects, include project planning and tracking	E
	Experience of supporting EDI initiatives in terms of communications	D
<b>Knowledge</b>	Numerate and financially literate with proven ability to monitor income and expenditure and/or reconcile accounts	E
	Understanding of the Higher Education environment and a working knowledge of academic research projects/research funding	E

<b>Personal Qualities</b>	Collaborative and flexible approach with proven ability to work well and effectively with colleagues / students	E
	A well-organised, proactive approach with proven ability to manage own workload to meet deadlines and prioritise effectively.	E
	A professional attitude with ability to employ discretion and confidentiality as appropriate	E
	Ability to see the bigger picture and to understand how activities in one area of work can impact on other areas	E
	An interest in personal and professional development	D
	Commitment to equity, diversity and inclusion	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: March 2024

## **Salary and Conditions of Appointment**

The post is full-time 35 hours per week, 1.0 FTE and permanent.

The salary will be on the Professional Services salary scale, Grade 4 in the range £33,111 - £37,298 per annum (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.

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.