

JOB DESCRIPTION



Job Title: Equity, Diversity and Inclusion Co-ordinator
Department: Directorate
Faculty/Professional Service: Central Services
Location: London
Reports to: Director of EDI
Full Time/Part Time/Casual: Full-time
Grade: Grade 4
Overall Purpose of the job: To provide co-ordination support for School level EDI activities including EDI communications, supporting staff and student networks and event co-ordination as well as EDI data analysis. Responsibilities of the post focus on raising awareness of EDI activities, sharing of practice across LSHTM and in providing administrative and coordination for implementation of EDI interventions. This will include writing and managing content for intranet, EDI newsletters and other communications in support of any related initiatives or activities. The post holder will work under the supervision of the Director of Equity, Diversity and Inclusion.

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

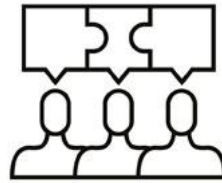
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

The London School of Hygiene & Tropical Medicine

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.

History

Founded in 1899 at the London Docks, LSHTM is now based in Bloomsbury, where it has two main sites at Keppel Street and Tavistock Place, and additional sites in The Gambia and Uganda. Today, our staff, students and alumni work in government, academia, international agencies and health services across the world.

Research

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

Staff community

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing

innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Partnerships

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

Education

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 270,000 participants globally.

Excellence in research and education

We perform strongly in various global university league tables. In the Shanghai Ranking's Global Ranking of Academic Subjects 2020 we placed 3rd in public health (1st in the UK). In the 2020 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, and third in Europe for publishing open access research.

In the US News Best Global Universities Ranking 2021, we ranked 3rd in the world for public, environmental & occupational health, 4th in the world for infectious diseases, 11th in the world for social sciences & public health, and 12th best University in the UK overall. We ranked 27th for medicine in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

Main Duties and Responsibilities

Service Delivery, Planning and Organising

- Co-ordinate and implement the School's EDI communications plan in liaison with the Schools Communications and Engagement Team including updating intranet, EDI newsletters, liaising with the Talent and Educational Development Team to support co-ordination of EDI development sessions and embedding EDI within staff and student inductions;
- Support EDI awareness raising including developing an EDI calendar of events and working with stakeholders across the school to support;
- Co-ordination of key events such as relating to Black History Month, LGBT History Month, International Women's day and key religious dates;
- Support co-ordination of delivery of specific EDI interventions and initiatives and coordinate update of EDI action plans to enable regular EDI communication updates on progress and implementation;
- Collate, collect and prepare data sets for further analysis;
- Provide administrative support for example in process invoices and payments to suppliers using correct account and project codes, following up with the Finance Department to ensure payments are promptly processed;
- Provide administrative, co-ordination and note-taking support for EDI related meetings and projects;
- Arrange logistics for any meetings including draft agendas, supporting papers and minutes for meetings;
- Plan and organise own work schedule determining priorities across projects and balancing conflicting demands with support from the EDI Manager.

Teamwork and Motivation

- Work collaboratively across the School, providing a conduit for information sharing between the Institution and Faculties and contribute to cross department initiatives;
- Recruit and co-ordinate staff and student volunteers as needed for events, initiatives or other activities.

Communications, Liaison and Networking

- Co-ordinate the communication of centrally-led / generated EDI developments;
- Build relationships and collaborate across School departments, to ensure they are aware of EDI initiatives and activities and act as a point of contact for Faculty representatives with broader EDI queries;
- Collate and report on aspects of good practice in policies, procedures, initiatives and activities to share internally when required.

Additional Information

- Undertake other duties as determined by the Equality, Diversity & Inclusion Manager;
- Undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.

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"> Higher education to degree level, or equivalent, or equivalent relevant experience 	D
Experience	<ul style="list-style-type: none"> Experience of working with colleagues at all levels within the organisation and external stakeholders; Experience of administrative work, including taking meeting notes, co-ordinating diaries and organising meetings 	D E
Knowledge	<ul style="list-style-type: none"> Knowledge and experience of working on EDI initiatives 	E
General	<ul style="list-style-type: none"> Excellent IT skills, including use of MS office packages for word processing, data analysis and presentations Good communication skills and the ability to engage a range of audiences and stakeholders on EDI issues in writing and verbally and able to respond sensitively to a range of views. Good organisational skills with the ability to coordinate and prioritise a workload across multiple projects Ability to work without supervision, take initiative and solve problems 	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: Apr 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 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.