

JOB DESCRIPTION



Job Title: Governance & Risk Officer
Department: Secretary's Office
Faculty/Professional Service: Central Services
Location: Keppel Street, London
Reports to: Head of Governance and Planning
Full Time/Part Time/Casual: Full Time
Grade: Grade 5
Overall Purpose of the job: LSHTM is seeking a Governance & Risk Officer to provide high quality secretariat and governance support to a number of Council Committees and internal boards; and to coordinate LSHTM's risk management activities. The role sits within the Governance Team and reports to the Head of Governance. It requires a close working relationship with internal risk champions, LSHTM's Executive Team as well as Council and Committee members. Understanding the strategic context that the Governance Team works within is key to success in this role, as is the ability to deal with a lot of information at pace, and to exercise good understanding and sound judgment when documenting decisions and reviewing risks. The post holder must be proactive with excellent organisational and drafting skills, take effective minutes, be able to motivate people to deliver papers on time and balancing diplomacy with tenacity. They will be confident in engaging with a wide range of LSHTM Stakeholders and demonstrate attention to detail when reviewing and updating risk registers.

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

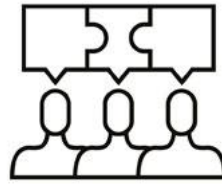
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

To support LSHTM's governance and risk function by:

Governance

- Servicing committees/boards, including co-ordinating the production of papers, drafting papers, devising agendas, writing minutes and tracking key actions to a number of Council Committees, internal boards and other ad hoc groups. For example, Finance & Development Committee, Audit & Risk Committee, Risk Management Group.
- Ensuring decisions are made and implemented in accordance with the LSHTM's Charter, Statutes and Ordinances, higher education regulatory and statutory requirements e.g. Office for Students Conditions of Registrations.
- Provide accurate governance information to Chairs of Committees ensuring effective governance and reporting arrangements are in place so that LSHTM Council has appropriate oversight.
- Develop excellent working relationships with Council/Committee members Chairs of Council Committees, Executive Team Members.

Risk Management

- Regularly review and communicate key risk policies and procedures
- Co-ordinating the quarterly risk review process; this include updating and scrutinising institutional risk registers, providing risk related advise to risk champions in LSHTM's academic faculties and units, and drafting risk related reports to the Risk Management Group.
- Drafting and updating risk training material for those with risk management responsibilities across LSHTM.
- Dealing with queries from LSHTM's risk champions and risk owners.

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"> • Qualification at Further or Higher Education level, or equivalent • Relevant professional qualification in governance and/or risk e.g. IRM Risk Practitioner, ICSA Company secretariat training; underpinned by its application in the workplace 	E D
Experience	<ul style="list-style-type: none"> • Experience of successfully servicing committees/boards, including co-ordinating the production of papers, drafting papers, devising agendas, writing minutes and tracking key actions, in a fast-paced complex organisation. • Experience of developing and managing strong working relationships with a wide variety of stakeholders including senior colleagues in and outside the UK. • Experience of coordinating risk management processes and producing risk related reports. • Experience and ability to draft and introduce policies, procedures, processes and updating systems effectively • Experience of working in a public and/or higher education environment 	E E E D
Knowledge	<ul style="list-style-type: none"> • Understanding of the benefits good governance and a robust risk management culture can bring for an organisation • Knowledge of the current governance, regulatory and policy issues/changes in Higher Education and ability to translate these into institutional contexts. • Understanding the mission and values of the School, including its commitment to improving health and health equity in the UK and worldwide 	E E D

Skills & Attributes	<ul style="list-style-type: none"> • Ability to plan, manage and monitor workloads and projects, balancing conflicting priorities and deadlines. • Able to foster effective working relationships with key stakeholders across the School both internally and externally. This includes risk register owners, strategic risk owners, the Executive Team and Council and Committee members. • Ability to interpret complex and voluminous data to explain to non-experts and to draw out the salient points for minuting or inclusion in reports • Ability to relay accurate information on risk management inside and outside the Higher Education Sector to support regulatory compliance • Strong communication skills, both oral and written. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
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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: Jul 2024

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1.0 FTE. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £38,282 - £43,947 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.

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.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).