

# JOB DESCRIPTION



<b>Job Title:</b> Talent Development Advisor
<b>Department:</b> Human Resources
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> London/Hybrid (office day to be either Tuesday OR Wednesday)
<b>Reports to:</b> Training and Development Advisor
<b>Full Time/Part Time/Casual:</b> Part-time
<b>Hours:</b> 0.6 FTE
<b>Grade:</b> Grade 5
<b>Overall Purpose of the job:</b> The Talent Development Advisor will be a member of the Talent Development team and will provide operational support and expertise to defining and delivering the talent development priorities across LSHTM's People & Culture Strategy.  In addition, the role holder will have a specific responsibility for supporting LSHTM's Researcher Development work and will lead the HR Excellence in Research Award work. They will be instrumental in developing effective learning and career development solutions and wellbeing support for early career researchers and research degree students and will work closely with the wider Talent Development team the Strategic Research Office, the Research Governance and EDI teams to achieve this.

## 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

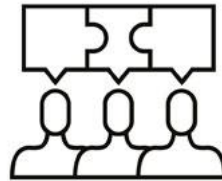
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

### Main Duties and Responsibilities

- Lead on specific talent development projects arising from LSHTM's People and Culture Strategy.
- Lead on LSHTM's work in relation to the HR Excellence in Research Award, ensuring we meets our commitment to the Concordat to Support the Career Development of Researchers.
- Analyse various data sources (e.g. CEDARs, staff engagement survey) to update action plans and develop new actions as appropriate.
- Advise and support the Concordat Monitoring Group and Research Committee to ensure the HRER review documentation is prepared and submitted by the deadline.
- Using available evidence, identify development needs and appropriate support specifically for research staff, ensuring all provision contributes to developing a positive workplace culture.
- Organise and support events and activities with support researcher development (including support for RD students) and contribute to developing a positive workplace culture and the improvement of the health and wellbeing of the LSHTM community.
- Develop activities to underpin the Researcher Development Framework (RDF), to ensure researchers can access and use the tool to support their career development.
- Design and deliver training workshops to support the Doctoral Transferable Skills Programme (within area of expertise).

- Manage the contracts held with external online learning providers which support researcher development, which may involve negotiating on price and level of service, ensuring best value is maintained and content meets the needs of LSHTM staff.
- Deputise for Head of Talent Development at internal and external meetings, providing verbal and written updates on projects and activities.
- Undertake any other duties as reasonably delegated by the line manager
- Manage own continuous professional development, internal collaborations and external networks, in order to contribute to service quality, research excellence and innovation
- Engage with external regional and national networks to keep abreast of good practice and developments across the sector.
- Demonstrate LSHTM's values through your behaviour at work, including your duties and responsibilities in respect of equity, diversity and inclusion health and safety, data protection, and any other legislative requirements.

#### 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
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Hold a relevant undergraduate degree or have equivalent professional experience</li> </ul>	E
	<ul style="list-style-type: none"> <li>Evidence of continuous professional development</li> </ul>	E
	<ul style="list-style-type: none"> <li>Hold PhD</li> </ul>	D
	<ul style="list-style-type: none"> <li>Have recent experience of working in a research environment</li> </ul>	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Managing largescale projects to strict deadlines</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of working in a learning or teaching, training and development role</li> </ul>	E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of HE and/or research organisations</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge of researcher development</li> </ul>	D
<b>General</b>	<ul style="list-style-type: none"> <li>Advanced digital literacy skills including Microsoft Office 365</li> </ul>	E
	<ul style="list-style-type: none"> <li>The ability to work with limited supervision and also as part of a team</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to work in an ever-changing environment</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent communication skills: verbal, written and in presentations. The ability to sell ideas or benefits and build persuasive arguments based on data, logic and the objective merits of solutions</li> </ul>	E
	<ul style="list-style-type: none"> <li>A strong customer focus – demonstrating a thorough understanding of customer needs</li> </ul>	E
	<ul style="list-style-type: none"> <li>Able to maintain excellent relationships with stakeholders and customers</li> </ul>	E
	<ul style="list-style-type: none"> <li>Demonstrable commitment to equity, diversity and inclusion</li> </ul>	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: Aug 2024

## **Salary and Conditions of Appointment**

The post is permanent and part-time 21 hours per week, 0.6 FTE. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £38,282 - £43,947 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](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.