

JOB DESCRIPTION



Job Title: Communications Officer
Department: Infectious Disease Epidemiology & International Health
Faculty: Epidemiology and Population Health
Location: Keppel Street, London
Reports to: Debra Jackson
Responsible for: N/A
Full Time/Part Time/Casual: Part-time
Hours (if less than full time): 0.5 FTE, 17.5 hours
Grade: Grade 5
Overall Purpose of the job: HIGH Horizons is a large EU-UKRI funded research consortium. A core objective is to develop and evaluate climate adaption/mitigation interventions specific to the needs of pregnant women and infants, as well as to the needs of health workers working in antenatal care and on labour wards in the EU and Africa. The Climate-Health Cluster is a Horizon Europe cooperation between 6 European research and innovation projects, including HIGH Horizons, that collaborate to increase the societal and policy impact of EU-funded research linked to climate, health and policy. The Communications officer will manage strategic communications activities, will co-ordinate and support the implementation of Dissemination and Communication plans for the HIGH Horizons project and the EU Climate-Health Cluster. The post-holder will foster collaboration between project partners and other key stakeholders, and will support reporting of dissemination, exploitation, communication activities and publications to the funder. The post will be based in the Department of Infectious Disease Epidemiology & International Health and will be line managed by Professor Debra Jackson.

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

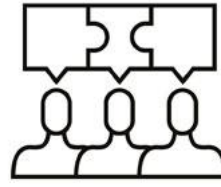
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

The Faculty of Epidemiology & Population Health (EPH) houses a large group of epidemiologists, demographers, statisticians and nutritionists working on major issues of importance to public health provision in the UK and globally. EPH employs approximately 560 people in five research departments.

- Department of Infectious Disease Epidemiology & Dynamics
- Department of Infectious Disease Epidemiology & International Health
- Department of Medical Statistics, which includes the Clinical Trials Unit
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a postgraduate teaching programme including eleven intensive MSc courses: Epidemiology, Demography and Health, Medical Statistics, Health Data Science, Public Health for Development (jointly with Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Global Mental Health (jointly with Kings College London, Institute of Psychiatry), Reproductive & Sexual Health Research, Sexual & Reproductive Health Policy and Practice (online), Veterinary Epidemiology (run jointly with the Royal Veterinary College) and Climate Change and Planetary Health.

There are also three distance Learning MSc courses: Epidemiology, Clinical Trials and Demography in Health. The Faculty also has approximately 240 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

Department of Infectious Disease Epidemiology and International Health (IDE-IH)

The Department of Infectious Disease Epidemiology and International Health conducts research on the epidemiology and control of infectious diseases, and other topics relevant for global public health. Work is carried out in low-, middle- and high-income countries, including in the United Kingdom, in close collaboration with country partners and global stakeholders.

The Department has research groups working on maternal, perinatal and child health; adolescent health; infectious diseases including HIV, tuberculosis, malaria and Neglected Tropical Diseases; vaccines; and humanitarian crises. Most staff have a disciplinary training in epidemiology or medical statistics, and a background in one or more of biology, medicine, mathematics, or social science.

The Department works closely with the Department of Infectious Disease Epidemiology & Dynamics.

The Department Heads are Professor Oona Campbell and Professor Sian Floyd.

The HIGH Horizons project

Record-breaking temperatures are more frequent, intensive, and last longer. Heat-related mortality and morbidity will continue to rise dramatically unless major emission reductions and adaptations are implemented.

HIGH (Heat Indicators for Global Health) Horizons aims to close knowledge gaps in the quantification and monitoring of direct and indirect impacts of heat exposure on maternal, newborn and child health.

In 2022, LSHTM was awarded £1.7 million by UK Research and Innovation (UKRI) as part of €10 million in funding from the European Union (EU). The LSHTM research team is now working closely with the project consortium, which comprises the World Health Organization and eight other partners across the EU and sub-Saharan Africa: Universiteit Gent, Belgium; Wits Health Consortium (Pty) Ltd, South Africa; Centre For Sexual Health and HIV and AIDS Research, Zimbabwe; Aga Khan Health Service Kenya Lbg, Kenya; Lunds Universitet, Sweden; Karolinska Institutet, Sweden; Danmarks Tekniske Universitet, Denmark; Graz Universitaet, Austria; and University of Thessaly, Greece.

The research focuses on pregnant and postpartum women, infants, and health workers, groups heavily affected by climate change.

Project PI (LSHTM): Professor Debra Jackson; Project Manager (UGhent) Birgit Kerstens; Project PI (Overall/Zimbabwe) Professor Stanley Luchters; DEC Coordinator (WP6 Lead/WHO) Annie Portela

Main Duties and Responsibilities:

- Develop, manage and implement communications and dissemination strategies and activity for the HIGH Horizons project.
- Manage and facilitate communications with relevant key stakeholders and audiences including programme partners, ministries of health, government agencies, NGOs, the international research community, clinicians, health workers, LSHTM staff and students, and the wider general public.
- Develop and manage appropriate communications channels and platforms including websites, email newsletters, videos, podcasts, social media, reports and other publications.
- Manage the dissemination and communication of scientific outputs, including publications in peer-reviewed journals and presentations at conferences and meetings, and work closely with the LSHTM Press Office (who lead on all press releases and media activity) and Communications & Engagement teams of project partners.
- Support partner country teams as needed to address local dissemination and communications needs
- Support academics to write accessible opinion-led blogs for the HIGH Horizons and EU Climate and Health Cluster websites and media outlets.
- Draft, edit and project-manage the production of reports and publications relating to the programmes, including managing designers and other contractors, or using LSHTM, HIGH Horizons or EU Climate-Health Cluster templates to design materials in-house.
- Manage and develop multimedia resources across the programmes, including images, video and audio recordings.
- Manage any relevant programme inboxes, i.e., HIGH Horizons Publications Committee, and organise actions accordingly.
- Develop and manage a consistent visual identity, style guide and templates for programme communications, in line with LSHTM's brand guidelines.
- Develop and manage a consistent visual identity, style guide and templates for programme communications, in line with HIGH Horizons and EU Climate-Health Cluster brand guidelines.
- Support the HIGH Horizons teams with regard to promoting of products, e.g., ClimApp-MCH (an early warning system that delivers heat stress warnings and setting-specific messages to pregnant women, mothers of children under 1 year of age and health workers) and Carbomica (a tool that assists in the strategic allocation of resources to optimise the reduction of carbon emissions at health facilities).

- Develop and maintain communications calendars, databases, activity logs, evaluation tools and reporting for funders, partners and management.
- Participate in HIGH Horizons and EU Climate-Health Working Groups and liaise and network with other communications staff across project partners.
- Liaise with relevant programme staff and students who have a role in communications to ensure they are supported where necessary, and have access to useful resources, such as newsletter templates, social media guidance, etc. (maintained and improved by the post holder).
- Ensure all activities are consistent with LSHTM, HIGH Horizons and EU Climate-Health Cluster policies, branding and key messages.

Additional Information

- Expected to travel overseas to Europe or Africa 1-3 times a year.

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, with substantial relevant experience of working in media and communications within a higher education, global and public health, or environmental or climate science 	E
	<ul style="list-style-type: none"> Evidence of continuing professional development 	E
Experience	<ul style="list-style-type: none"> Proven experience of effectively managing communications for an organisation or projects in relevant areas of science, health or international development 	E
	<ul style="list-style-type: none"> Excellent written and oral communication skills in English, and the ability to present information in clear, concise, and compelling ways to technical and non-academic audiences 	E
	<ul style="list-style-type: none"> Experience of writing, editing and managing the production of a range of communications including reports, policy briefs, media features, websites, blogs and video. 	E
	<ul style="list-style-type: none"> Experience of using social media, including Facebook and Twitter, in a business environment 	E
	<ul style="list-style-type: none"> Experience of using programmes including Drupal 8, WordPress, Photoshop, InDesign and Google Analytics 	D
	<ul style="list-style-type: none"> Experience of event marketing, budget management for projects and policy engagement activities 	D
Knowledge	<ul style="list-style-type: none"> Excellent IT skills including the use of editing and web content management software, databases and email communications management tools. 	E
	<ul style="list-style-type: none"> Excellent organisational skills and ability to coordinate and prioritise a complex workload, meet multiple, tight deadlines and manage projects to deliver successful outcomes 	E
	<ul style="list-style-type: none"> Understanding of the key values and principles underpinning public engagement, experience of engaging public audiences with science and/or scientific research and understanding of funding 	D

	<p>mechanisms for university research and public engagement.</p> <ul style="list-style-type: none"> • Understanding of public and global health research, ideally with previous communications experience in this area. 	D
General	<ul style="list-style-type: none"> • Methodical, organised, accurate and able to cope well under pressure. • Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural and multidisciplinary environment together with the ability to communicate and negotiate at all levels. • Proven ability to use initiative and judgement to anticipate potential issues and solve problems. • High level of personal motivation and flexibility; ability to work independently and as part of a team; willingness to travel 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

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: July 2024

Salary and Conditions of Appointment

The post is fixed term until 31st August 2026 and part-time 17.5 hours per week, 0.5 FTE. The post is funded by EU-UKRI and is available from 16th September 2024. 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.

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.