

JOB DESCRIPTION



Job Title: Policy Research Officer
Department: Population Health
Faculty: Epidemiology and Population Health
Location: Keppel Street, London WC1E 7HT
Reports to: Deputy Director and/or Director of Global Panel
Responsible for: n/a
Full Time/Part Time/Casual: Part-time
Hours: 0.4 FTE to 0.6 FTE
Grade: 5
Overall Purpose of the job: The Global Panel Secretariat's Policy Research Officer will work closely with the Director and/or Deputy Director, undertaking research and research coordination activities related to the Global Panel's policy briefs, workshop papers and the delivery of the Global Panel's project on Strengthening the Resilience of Food System Transformation in LMICs in Africa. The focus of the work will be the collation, evaluation and synthesis of the evidence base, although the work will also involve flexibility, versatility and contribution to the other activities undertaken by the Secretariat team.

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

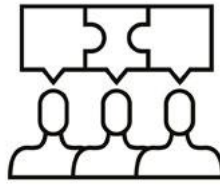
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**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 issues of major public health importance in the UK and globally. EPH has approximately 400 staff members organised into five research departments.

- Department of Infectious Disease Epidemiology and Dynamics
- Department of Infectious Disease Epidemiology and International Health
- Department of Medical Statistics
- Department of Non-communicable Disease Epidemiology
- Department of Population Health

The Faculty has a teaching programme consisting of eleven MSc courses: Epidemiology, Demography and Health, Medical Statistics, Public Health for Development (run jointly with the Faculties of Infectious & Tropical Diseases and Public Health & Policy), Nutrition for Global Health, Reproductive & Sexual Health Research, Veterinary Epidemiology (run jointly with the Royal Veterinary College), Global Mental Health (run jointly with Kings College London - Institute of Psychiatry) and the Distance Learning courses in Epidemiology, Clinical Trials and Demography and Health. The Faculty also has approximately 120 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

Department of Population Health (DPH) aims to bring important benefits to global population health and health equity by generating, evaluating and disseminating effective interventions, treatments and policies. It is a centre of excellence in the determinants and consequences of population change. Our research involves epidemiology, drug trials, complex intervention development and trials, demography, research on the mechanisms of disease, treatments and interventions, qualitative research and systematic reviews of evidence, and evidence to improve the health and wellbeing of people with disabilities globally. We work on some of the largest public health issues in the world including: climate

change and planetary health, Covid-19, demography, emergency care, global mental health, maternal, newborn and child health (MNCH), nutrition, non-communicable disease and sexual and reproductive health (SRH). The Department of Population Health has strong links with the Malawi Epidemiology and Intervention Research Unit (MEIRU), the MRC unit the Gambia, international agencies and a large network of overseas research collaborators.

The Head of Department is Professor Suneetha Kadiyala.

Global Panel on Agriculture and Food Systems for Nutrition

Launched at the Nutrition for Growth event on 8 June 2013 in London, the [Global Panel on Agriculture and Food Systems for Nutrition](#) is an independent group of influential experts advising decision-makers, particularly governments, on generating nutrition-enhancing agricultural and food policy and investment in low and middle-income countries. The 10-member Panel is Chaired by Professor Sir John Beddington and is comprised of senior figures including the Director General of the UN Food and Agriculture Organisation (FAO), President of the African Development Bank, and the UN Special Envoy to the Food Systems Summit in 2021. The Global Panel is supported by a Secretariat, based at the London International Development Centre (LIDC), whose activities are funded by The African Development Bank, The Children's Investment Fund Foundation, Irish Aid and The Rockefeller Foundation. The Global Panel works to ensure that agriculture and food systems support access to nutritious foods at every stage of life. The Global Panel regard improving nutrition as a global challenge, but one with a particular urgency for low and middle-income countries where poor diets cause both undernutrition and a growing burden of diet-related Non-Communicable Diseases (NCDs). To address this challenge, the Panel aims to catalyse research, consolidate evidence and experience, and promote evidence-based policies for agriculture and food systems that will improve nutrition.

The Director is Professor Sandra Thomas and Deputy Director is Dr Nafees Meah.

Main Duties and Responsibilities

Communications

- To contribute written content for tailored outputs such as policy and technical briefs, draft reports and background papers, to provide a robust evidence base for the Panel to promote its Panel's key messages.
- To communicate via email, telephone and face-to-face with a range of senior stakeholders and experts in a highly international environment, including the Global Panel Technical Adviser, consultants and academics producing data and analysis for Global Panel outputs.
- To fully respond to queries on reports and products from academics and experts working in the nutrition/food systems/health fields as well as the public (including the media) to ensure continuing interest in the Global Panel's reports to help promote engagement on the need for better diets, particularly in low- and middle-income countries.
- To collaborate with the LSHTM Communications team (and others) on all aspects of communication of tailored materials and outputs. The post-holder must be able to accurately communicate complex data and analyses in a way that is appropriate for website content, social media followers and colleagues, and to review updates for technical accuracy.

Teamwork and Motivation

- To regularly participate in and provide weekly updates on policy briefs and Foresight activities in Global Panel team meetings.
- To work with the Global Panel Technical Adviser, Senior Consultants, Director, Deputy Director and other senior staff on scientific and policy aspects of tailored materials and country-specific briefs. This involves making written contributions to drafts, editing, checking final versions and creating innovative ways to present this evidence to policymakers, private sector people, NGOs and research institutions.
- To provide regular and ongoing technical support to external consultants and experts contributing to or otherwise assisting with Global Panel reports, and other analysis as required.
- To ensure the Secretariat team are updated on relevant documents produced by other agencies within the field of agriculture, food systems and nutrition, through email and weekly meetings.

Liaison and Networking

- To be part of formal international research networks on behalf of the Global Panel such as the Food Educators (FEDS) group of the Food Agriculture Organization (FAO), Ag2Nut and the FAO working group on the implementation of food-based dietary guidelines (FBDGs) and keeping the Secretariat informed accordingly.
- To maintain effective relations with colleagues in the Secretariat, at LIDC, and representatives and members of the Global Panel to contribute to the overall success of in-country events and workshops and to the Global Panel's engagement strategy.
- To foster positive relationships with external consultants and organisations, such as FAO, AGRA (Alliance for a Green Revolution in Africa) and PHFI (Public Health Foundation of India) to collaborate on outputs and events,

including country-specific briefs, tailored materials, and high-level meetings and workshops by having regular meetings with the Secretariat and partners, sharing materials and publications and engaging effectively during the whole process.

Service Delivery

- To work with the Global Panel Director, Deputy Director and consultants to support the commissioning and delivery of high-quality outputs such as policy briefs, analysis, country briefs and workshop outputs.
- To fact check and proofread tailored materials and country briefs for accuracy and consistency.
- To identify potentially relevant empirical and theoretical research, policy evidence, and lessons learned from activities in agriculture and food systems for improved nutrition in low- and middle-income countries.
- To develop summaries and minutes from discussions on policy briefs and technical papers.
- To build a strong network of information sources and researchers in order to quickly identify new developments and anticipate research and changing policy opportunities and needs.
- To proactively provide data and information on Panel reports and products to the Director, Deputy Director, external consultants and Communications Officer.

Decision Making

- To propose what collected and analysed data should be presented in report tailored materials, workshop outputs and briefs specifications for contractors.
- To make independent decisions on what research to carry out on a day-to-day basis.
- To work with external consultants and the Technical Adviser to help define the scope of policy and technical briefs, Foresight analysis, and country background papers.
- To provide technical assistance to the consultants, Global Panel Director and Deputy Director in the fields of agriculture, nutrition and food systems when representing the Panel at international conferences, events and meetings.
- To contribute to the decision making of the Global Panel Director and Deputy Director in determining which international organisations to collaborate with and what targeted information to share in the fields of agriculture, nutrition and food systems.

Planning and Organising

- To plan various policy, technical and country briefs, and analyse and manage their delivery, by developing timelines for drafting, editing, designing and publishing these materials in collaboration with the consultants, Global Panel Deputy Director and Director, and other senior staff.
- To work in collaboration with the Global Panel Director and Deputy Director to ensure outputs, workshop milestones and targets are met in a timely manner by creating detailed work plans and timelines.
- To attend meetings, conferences and workshops in the UK and overseas for Global Panel members and representatives, international experts and

funders as required, ensuring that all arrangements are made in good time and delivered to a high standard.

- To support the Partnership and Engagement Officer when planning events, dialogues, workshops.

Initiative and Problem Solving

- To develop innovative ways of communicating findings of the tailored materials and country-specific briefs, and Foresight work to external partners, global media and senior stakeholders in collaboration with the Global Panel Communications Officer.
- To assist the Global Panel Deputy Director in the coordination of projects across the Secretariat relating to the delivery of policy, technical briefs.
- To create and maintain electronic databases on information related to the tailored materials, country-specific briefs, Foresight work, and impact evaluation outputs.
- To work with geographically remote international teams and deliver accurate, compelling research to tight deadlines.
- To use foresight and initiative to risk assess and resolve any problems that may occur during international meetings, conferences and events in order to ensure that events run smoothly.

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).

	<ul style="list-style-type: none"> • Excellent planning and organisational skills, including a proven ability to work with senior policymakers and consultants and the ability to deliver accurate, compelling research to tight deadlines. • Excellent written and oral communication skills, including good attention to detail; ability to present research data in a clear and logical format. • Excellent interpersonal skills, including the ability to establish effective working relationships with professionals from a wide variety of backgrounds and at all levels of seniority. • High level of personal motivation and flexibility, including the ability to work independently and as part of a team • Proven ability to use initiative and judgment to anticipate potential issues and solve problems. • A commitment to supporting LSHTM's EDI policies and procedures. 	<p>E</p> <p>E</p> <p>D</p> <p>D</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: OCTOBER 2024

Salary and Conditions of Appointment

This post is part-time 0.4 FTE – 0.6 FTE, 14 – 21 hours per week and fixed term until 31 March 2025. The post is funded by the Irish Aid and is available immediately. The salary will be on the Professional Services salary scale, Grade 5 scale in the range £39,182 - £44,847 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.