

JOB DESCRIPTION



Job Title: Head of Equity, Diversity & Inclusion
Department: Directorate
Faculty/Professional Service: Professional Services
Location: Keppel Street, London
Reports to: LSHTM Secretary
Responsible for: The Central EDI Team
Full Time/Part Time/Casual: Full time
Hours (<i>if less than full time</i>):
Grade: Grade 8
Overall Purpose of the job: <p>Equity, Diversity and Inclusion (EDI) is core to London School of Hygiene & Tropical Medicine's (LSHTM) mission and embedded within our School values. In addition to recognising our responsibilities as set out in the Equality Act 2010 including the Public Sector Equality Duty, we also recognise the structural and systemic inequities, both historic and current, within LSHTM, including specifically the global context in which we work. This global context brings opportunities and challenges in how LSHTM approaches collaboration and more equitable partnerships with its overseas collaborators, such as being culturally sensitive and adopting a decolonial lens in everyday interactions. The MRC Unit The Gambia at LSHTM and the MRC/UVRI and LSHTM Uganda Research Unit joined LSHTM in 2018. While having local diversity and inclusion policies and processes that reflect the local context, working together provides opportunities for integration and collaboration.</p> <p>This key central role provides management, leadership and strategic direction in the conceptualisation, development and implementation of LSHTM's EDI Strategy and Action Plan. The role is key to LSHTM proactively addressing systemic barriers and closing inequitable outcome gaps and embedding EDI within our culture and the way we work. We are working towards an inclusive research, education and working environment reflected through a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.</p> <p>Further, the Head of EDI is responsible for ensuring that LSHTM's business, legal and reporting obligations around equality, diversity and inclusion in relation to employees and students are met.</p> <p>The role works under the leadership and guidance of the LSHTM Secretary and through regular close working relationships with the Executive Team, Human Resources, strategic internal partners, and staff and students across LSHTM.</p> <p>The role holder acts as the EDI subject matter expert, bringing knowledge and experience of effective approaches and sharing best practice with senior leadership and across LSHTM. The Head of EDI will lead the Central EDI team ensuring they are effectively embedding EDI principles across LSHTM.</p>

The Head of EDI will champion equalities frameworks and initiatives, such as Athena SWAN, the Race Equality Charter Mark, Stonewall Workplace Equality Index and HR Excellence in Research Award. The Head of EDI will provide updates on these as well as provide advice to managers, including senior managers, supporting LSHTM to achieve these external accreditations and awards.

The role holder will develop and implement strategies, policies and initiatives to promote equality of opportunity for all, and to ensure that LSHTM delivers its services in accordance with its legal obligations and best practice. They will act as a 'critical friend' to LSHTM in relation to embedding equity, diversity and inclusion across operations, policies, practice and culture.

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

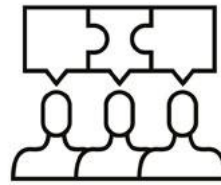
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

The central EDI Team

The Central EDI Team is led and managed by the Head, and includes an EDI Advisor (1.0 FTE), EDI Officer (1.0 FTE), EDI Coordinator (1.0 FTE) and EDI Data Analyst (currently 0.4 FTE).

The remit of the Central EDI Team is as follows:

- To provide [strategic guidance](#), operational support, advice and policy consultation on matters relating to EDI.
- To integrate EDI considerations into institutional decision making whilst working across LSHTM to increase EDI capacity amongst colleagues, as EDI is core to achieving LSHTM's central [mission](#) and [values](#), not just a compliance requirement.
- To deliver and develop a curated and relevant portfolio of EDI training, workshops and resources for all levels of staff and students to support ongoing learning.
- To conduct regular EDI reports, audits and impact assessments.
- To provide comprehensive reports on EDI progress and challenges, such as within the statutory [EDI Annual Report](#).
- To provide data-driven recommendations for improvement and ensure EDI initiatives have measurable impact and are not merely performative.
- To support external accreditation initiatives, such as (but not exclusively) the Advance HE [Athena Swan](#) and the [Race Equality Charter Mark](#).
- To foster relationships with diverse communities, stakeholders and networks within and outside the institution.
- To facilitate dialogue between management and underrepresented groups.
- To act as a bridge and facilitate coordinated action between different institutional stakeholders on EDI issues.
- To empower the executive team and management to make EDI informed opinions independently.
- To stay informed about sector trends and best practice in EDI, maintaining close working relationships with peer institutions and professional networks.

Main Duties and Responsibilities

Strategic direction, advice, decision-making and reporting

- To conceptualise, develop, lead and implement LSHTM's strategic approach to equity, diversity and inclusion ensuring ownership and 'buy-in' at all levels, mainstreaming EDI in all that we do and ensuring we adhere to our legal and mandatory requirements.
- To work collaboratively with senior leaders to implement a range of EDI initiatives and plans
- To ensure LSHTM is proactively and creatively embedding EDI principles throughout its decision-making processes and strategy planning.
- To provide expert leadership across LSHTM on matters relating to EDI to ensure EDI principles are embedded within LSHTM's broader strategic areas of work, such as the Research Excellence Framework and education.
- To advise and provide subject matter expertise to senior leaders and management on EDI issues.
- To work with the LSHTM Secretary, Director, Council and other senior stakeholders to drive cultural change in LSHTM to embed equity, diversity and inclusion in all facets of our activities.
- To ensure that EDI policy, management and governance frameworks are forward thinking, fit for purpose and effectively support LSHTM to meet its EDI strategic goals, for example development and mainstreaming of equality impact assessments.
- To oversee coordination and engagement in equalities frameworks, such as Athena SWAN, the Race Equality Charter Mark and Stonewall Workplace Equality Index.
- To develop a coordinated and evidence-based approach and action plan around equality, diversity and inclusion that incorporates LSHTM's vision and values.
- To develop initiatives and interventions to change culture across LSHTM, to promote equality, diversity and inclusion, and to ensure equality of participation and outcome for current and prospective students and staff.
- To oversee collation and analysis of EDI-related data / reports for relevant publications, equalities frameworks and committees to inform and progress towards LSHTM's EDI strategic goals.
- To manage, lead and support the continuing professional development of the central EDI team, who will work across LSHTM.
- To ensure a suitable, progressive and attractive portfolio of EDI training to meet the needs of staff and students, which is complimentary to developing good practice for leaders and managers.

- To engage with School, regional and national networks to keep abreast of good practice and developments across the sector.
- To work closely and liaise effectively with Senior Leadership and Academic colleagues on matters relating to equality, diversity and inclusion across LSHTM.
- To review and help coordinate LSHTM EDI networks and groups and ensure suitable provision of administrative support as required.
- To identify the need for and develop additional staff networks and groups as required.
- To review the ToR and purpose of School wide and localised EDI groups, such as Faculty EDI committees, and drive any changes required.
- To liaise and coordinate with the EDI leads at MRC Units.
- To manage effective communications and change management regarding the implementation of the EDI strategy and race equality plans.
- To actively engage with senior stakeholders – Council, Executive Team, school management and networks – to influence, engage, mobilise and catalyse change based on a common purpose and shared values.
- To lead comms plans for a range of audiences for key events and activities e.g. Black History Month and LGBT events.
- To advise, guide and challenge colleagues and students across LSHTM including Deans and Directors of Services on equity, diversity and inclusion challenges and best practice.
- To ensure departments across LSHTM are inclusive in their communications to staff and students.

Additional Information

- To undertake other duties as determined by the LSHTM Secretary.
- To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required of the postholder.

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.

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"> • Be able to demonstrate relevant professional experience. • Be able to demonstrate relevant professional development (e.g. via certificates, awards, qualifications) • Hold a relevant undergraduate qualification 	<p>E</p> <p>E</p> <p>E</p>
Experience	<ul style="list-style-type: none"> • Conceptualising, developing and implementing equality, diversity and inclusion initiatives and strategies within a large organisation • Experience of working in High Education Institution • Implementing equalities frameworks, e.g. Athena SWAN, Race Equality Chartermark, Stonewall Workplace Equality Index • Advising and supporting organisational culture change, including data-driven evaluation and measuring impact • Making change happen by negotiating and implementing new policy/initiatives with a range of stakeholders. • Project initiation and management in the area of equity, diversity and inclusion. • Substantial experience of senior leadership in a complex organisation • Experience of managing a team, including direct line management. • Experience of managing a budget and resource allocation. • Proven ability to work collaboratively with senior leaders to implement a range of EDI initiatives and plans 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Knowledge	<ul style="list-style-type: none"> • Demonstrable understanding of legislative and regulatory requirements in respect of equity, diversity and inclusion and its application to higher education • An understanding of how to champion and embed inclusivity issues effectively in a large complex organisation 	<p>E</p> <p>E</p>
General	<ul style="list-style-type: none"> • The ability to gain support in a professional, constructive manner. • The ability to translate strategy into practical operational delivery. • The ability to present complex issues clearly and simply in writing and verbally. 	<p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> • Tenacity and resilience, able to respond positively to unexpected situations or barriers and develop solutions to complex issues. • Excellent communication, relationship building, mediation, persuading/negotiating and networking skills. • Excellent Microsoft 365 Skills, including proficiency using Outlook, MS Teams, Word and Excel. 	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: January 2025

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 8 scale in the range £62,928 - £72,092 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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications but due to the salary range for this role not meeting the general salary threshold, only applicants under certain circumstances may qualify for sponsorship for this role. Please refer to the details on the Skilled Worker visa pages to check if you are able to be paid below the [general threshold](#). Please indicate this in your application and proceed if you are able to meet the requirements.

Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

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