

# JOB DESCRIPTION



<b>Job Title:</b>	<b>Faculty Executive Officer</b>
<b>Faculty:</b>	Epidemiology and Population Health
<b>Location:</b>	Keppel Street, London
<b>FTE:</b>	1
<b>Grade:</b>	Grade 5
<b>Reports to:</b>	Faculty Operating Officer
<b>Accountable to:</b>	Dean of Faculty
<b>Responsible for:</b>	2 Faculty Administrators (PS Grade 4)
<b>Overall purpose of the job:</b>	<p>The purpose of this role is to be responsible for the smooth running of Faculty Office operations, supporting the Faculty Operating Officer and Dean of Faculty, and leading the Faculty Office team.</p> <p>The role holder will provide managerial, communications, governance, financial, and space &amp; safety support to the Faculty, and the role holder has delegated responsibility from the Faculty Operating Officer for the day to day management of the operation of the Faculty Office, and oversight of expenditure and reporting on Faculty budgets. The role holder is expected to work as a member of the Faculty Operational Management Team (FOMT) and to maintain close working links with the five Departments, in particular with the Heads of Department and Department Managers, as well as the other Faculty Offices and LSHTM's Central Services.</p>

## 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

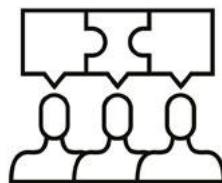
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## Faculty 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.

## **Job Description**

The portfolio of duties outlined below will vary in accordance with the detailed expectations of the role, which may be varied from time to time, and agreed at your annual Performance and Development Review (PDR).

Specific responsibilities will include:

- Responsible for creating and monitoring Faculty strategic action plans, in liaison with the Faculty Operating Officer and Dean of Faculty, monitoring progress and reporting back at the Faculty Management Group.
- Supporting the Faculty Operating Officer and Dean of Faculty by compiling data and information and preparing reports, briefings, presentations, papers and other documents as required.
- Providing advice and guidance on a broad range of topics to academic and professional services staff within EPH, managing expectations and suggesting solutions to issues.
- Being fully aware of LSHTM strategy, key policies, procedures and activities in order to provide information and advice and understanding how these impact the work of the Faculty Office.
- Identify ways to improve service delivery, efficiency and information sharing, and highlight these to the Faculty Operating Officer and /or Dean of Faculty, and with their agreement taking the lead on evaluating and improving current Faculty and Department processes, creating guidance, attending/presenting at meetings and running workshops or training sessions (in conjunction with colleagues, as appropriate).
- Designing, implementing and overseeing the use of appropriate electronic filing and storage systems for correspondence and documentation required to be retained in the Faculty, ensuring compliance with the General Data Protection Regulation (GDPR) and any other statutory requirements.
- Ensuring that the Dean of Faculty and Faculty Operating Officer receive appropriate support from the Faculty Office, including management of calendars and appointments, servicing of meetings, reconciliation of expenses and corporate credit card expenditure, and travel arrangements.
- Taking responsibility for specific tasks or projects as requested by the Faculty Operating Officer and Dean of Faculty.
- Employing initiative and judgement to solve routine and more complex problems, proposing solutions and signposting as appropriate. Knowing when to seek guidance or to refer issues.

## **Financial Management**

- Being an authorised signatory for the Faculty and taking responsibility for checking and approving recruitment forms, payroll variation forms, purchase requisitions and invoices.
- Review of Financial Monthly Reports, monitoring variances, reporting on these and discussing with Faculty Operating Officer to provide commentary.
- Management of the budgets that fall under the Faculty Office, such as the Faculty Incentive Fund, and budgets for events, including forecasting, monitoring income

and expenditure, approving expenditure and making decisions based on best value for money for LSHTM.

### **Governance and Risk Management**

- Responsible for maintaining the Faculty Risk Register, liaising with relevant risk owners to update quarterly and gain sign off from the Faculty Management Group.

### **Team Leadership and Staff Development**

To line manage the Faculty Administrators, and to provide team leadership, ensure staff development and motivation. This will include:

- Motivating the team; encouraging effective team working to ensure consistent service delivery.
- Arranging appropriate induction, training and development, and conducting regular 1 to 1's, and performance and development reviews in line with LSHTM policy.
- Providing support and cover for the Faculty Administrators and deputising for the Faculty Operating Officer where appropriate.

### **Human Resource Administration**

- Responsible for overseeing Faculty recruitment, including undertaking final checks and approval of recruitment documentation and managing the recruitment database;
- Delegated responsibility for Faculty Operating Officer sign off on academic recruitments up to AP7 and research funded PS posts.
- Reviewing and preparing HERA grading and regrading paperwork for Faculty Operating Officer sign off; providing advice to staff in liaison with HR.
- In conjunction with HR, advising on ad hoc recruitment queries as they arise.
- Provide reports and recruitment statistics when required

### **Space and Safety**

- Responsible for and overseeing Faculty space management, including: moves, refurbishments and minor works, purchase of furniture and equipment, management of budget for refurbishment. This will include: working with Department Managers and the Faculty Operating Officer as required to understand changing space needs, and help to deliver office spaces that work for teams, Departments and the Faculty; working with Estates and other Central Services to understand the different options for workspaces and how best to utilise these within the Faculty; coordinating training and support for staff and students in the use of new workspaces and equipment to facilitate best working practices; coordinating office moves, working with the relevant services and the Faculty staff to deliver safe and efficient movement of staff and students within and between buildings.
- Act as the key point of liaison with Estates on behalf of the Faculty Office.
- Providing information for intranet pages and using the faculty newsletter to keep staff updated about space and safety matters

- Building knowledge and expertise that can be shared with staff and students as needed.
- Act as the key point of liaison with the Safety team on behalf of the Faculty Office.
- Ensure the Faculty's Health and Safety records are maintained appropriately.
- Working with the Faculty Safety Partner and Department Office Administrators, ensure that all necessary safety procedures are implemented, including:
  - the annual Faculty safety inspection
  - that the Faculty's fire wardens and first aiders have all attended the necessary training
  - that basic ergonomic workstations assessments are being carried out by DOAs, with more complex cases referred to Safety or Occupational Health as appropriate
- Provide advice to staff regarding the Access to Work process and managing any applications from start to finish.
- Be a member of the LSHTM Health & Safety Committee and Faculty Health & Safety Committee, raising Faculty safety concerns and reporting back to the Faculty Operating Officer.

### **Communications and Events**

- Overseeing internal communications ensuring they are accurate, timely, and of high quality, including the Faculty intranet pages, newsletter, and other ad-hoc communications.
- Taking responsibility for and overseeing Faculty events.
- Delivering successful events in conjunction with the Faculty Administrators and LSHTM events team, including providing assistance as appropriate.

### **General**

- Proactively building effective working relationships with staff within and outside the Faculty, participating in meetings, workshops, groups as appropriate and managing expectations of staff.
- Participating in relevant training, development and networking activities to expand knowledge, skills and experience.
- Have sufficient knowledge/expertise to undertake day-to-day work without direct or continuous reference to others.
- Apply knowledge typically acquired after a short period of practical training.
- Cover some administrative duties of other team members during periods of absence, such as annual leave.
- Support the Faculty strategic objectives relating to building a thriving community for staff and students.
- Deputise for other Faculty Office staff in the event of their absence.

### 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>Minimum of higher education to A Level, or equivalent, and relevant experience</li> </ul>	E
	<ul style="list-style-type: none"> <li>Degree, or equivalent professional qualification</li> </ul>	D
	<ul style="list-style-type: none"> <li>Evidence of continuing professional development including regular attendance on internal and external study programmes</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an academic environment and working closely with academic staff</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of analysing problems and using initiative and judgement to propose effective solutions</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to understand policies and procedures, and understand the impact of policy changes and communicate these to others</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent written and oral communication skills including proven ability to present information in a clear and logical format and draft documentation.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of introducing processes and systems effectively</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of line management or supervision</li> </ul>	D
	<ul style="list-style-type: none"> <li>Demonstrable experience of effective budgetary management</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of managing aspects of health &amp; safety in an office environment</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of managing space and/or facilities in an office environment</li> </ul>	D





## 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 £39,432 - £45,097 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.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. 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](#).