

JOB DESCRIPTION



Job Title: University Secretary
Department: Governance Office
Faculty/Central Service: Central Services
Location: London
<p>Reports to:</p> <ul style="list-style-type: none"> ▪ Chair of Council for matters pertaining to Council* ▪ Director – for strategic and regulatory matters ▪ Chief Operating Officer (dotted line) - for operational matters, projects and budgets <p><i>*Excerpt from LSHTM Ordinance: ‘The Secretary to Council may have other managerial responsibilities in respect of which they report to the Director, but in respect of their governance role they are appointed by Council and report directly to Council through the Chair of Council. The Chair of Council appraises the performance of the Secretary to Council in respect of their governance role and makes recommendations together with the Director to the Remuneration Committee concerning the Secretary to Council’s terms and conditions and remuneration package.’</i></p>
<p>Responsible for:</p> <ul style="list-style-type: none"> ▪ Head of Governance & Risk ▪ Head of Legal & Compliance Services ▪ Head of Equity, Diversity & Inclusion
Full Time/Part Time/Casual: Full Time or Part Time
Hours (if less than full time): 0.8 FTE – 1.0 FTE
Grade: Grade 9. Up to £115,000 per annum (at 1.0 FTE) (salary to be agreed in accordance with LSHTM’s Remuneration policies, and will include review and consideration of appointed candidate’s current or most recent salary)
<p>Overall Purpose of the job:</p> <p>The University Secretary will be responsible for LSHTM's ('the School') governance arrangements and for the strategic leadership, management and development of several professional services of the School (Governance & Risk; Legal & Compliance Services; Equity, Diversity & Inclusion). The post-holder will be an advisory member of the School's Leadership team (known as the Executive Team).</p> <p>The post-holder will act as Secretary to the School's governing body (Council) and will be responsible to the Chair of Council for supporting and advising Council and its Committees. In this regard, the Secretary will have a key role in ensuring the effective and compliant operation of the School's decision-making processes in accordance with external and internal regulations and policies, including effective legal, governance arrangements and compliance with regulatory requirements.</p> <p>The University Secretary will serve as LSHTM’s designated Whistleblowing Officer and Safeguarding Lead, ensuring compliance with relevant policies and procedures. The postholder will act as primary liaison with the Office for Students (OfS) on regulatory matters and correspondence and coordinate cross-institutional governance activities,</p>

ensuring adherence to sector-specific regulatory frameworks. The postholder will support the implementation of safeguarding protocols and manage confidential reporting mechanisms as necessary.

The post-holder will also have delegated responsibility for major projects on behalf of the School, working with members of the Executive Team and other heads of professional services, and contributing to developing, implementing and overseeing the School's strategy.

The post-holder will be responsible for helping to ensure the continuing success and development of the School through the provision of excellent, value-adding and cost-effective support services and the strategic development of the School overall. The University Secretary will be responsible for strategic leadership of governance functions ensuring all the School's activities are conducted within the appropriate regulatory frameworks, whilst maintaining and implementing appropriate and pragmatic risk frameworks, optimised processes and resource allocation for timely and adequate management of the aforementioned functions.

The postholder is expected to drive effectiveness in institutional governance, working closely with senior colleagues, and maintaining a broad understanding of institutional strategic planning and major issues affecting Higher Education to guide governance planning. Furthermore, the post-holder will be responsible for the provision of expert support, guidance and advice on the full range of governance and regulatory issues affecting the School and managing its relationship with external governance advisors and partners.

The University Secretary will work closely with the Executive Team and Council to provide leadership and coordination in all matters with governance implications for the School, ensuring the highest standards of institutional integrity, transparency and accountability.

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

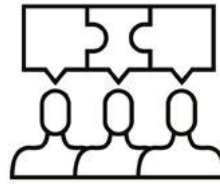
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

1. To act as Secretary to Council and other senior committees, ensuring that they operate effectively and demonstrate best practice in governance by:
 - providing Council with authoritative guidance about its responsibilities in accordance with LSHTM policies and external regulations on how these responsibilities should be discharged
 - ensuring that new or revised responsibilities are drawn to the attention of Council;
 - working with the Chair of Council and the Chairs of other senior committees to set agendas, and ensure that members are provided with the information needed to fulfil their responsibilities and take good quality decisions, and to ensure the timely and efficient delivery of business and the minuting, dissemination and implementation of decisions;
 - providing governance advice for Council when required and advising them on all matters of procedure;
 - ensuring that a framework is in place to undertake periodic reviews of the effectiveness of Council and other senior committees, in accordance with best practice;
 - ensuring that the School's governing instruments are effective, efficient and up-to-date;
 - maintaining the Register of interests of the members of the Governing Body.
2. To lead the School's regulatory and compliance activity and take responsibility for the quality of the School's statutory returns, including to the Office for Students (OfS) and other regulatory and funding bodies, working closely with key stakeholders as required (i.e. Chief Operating Officer; Finance Director; Pro-Director of Research & Academic Development; Head of Strategic Research Office; Registrar & Director of Education Services; Head of Strategic Planning & Executive Office; Chair of Ethics Committee; HR management; and others);
3. To act as a key contact for the School's internal audit manager and coordinate responses to audit recommendations, working closely with the Chief Operating Officer, Head of Operational Delivery and relevant others.

4. To be responsible, with the Chief Operating Officer, for the School's risk management process, advising the Executive Team, Council and the Audit Committees on risk management issues.
5. To act as translational link between Council, its sub-committees and the Executive Team contributing to adequate information sharing, and identification and actioning of priorities.
6. To contribute as an advisory member of the Executive Team working in the best interests of the School; providing advice on governance, regulatory and compliance matters, policies and procedures and recommending mitigating action.
7. Directing the successful organisational management and performance of the following functions, ensuring they remain cost effective, fit for purpose and highly performing:
 - Head of Governance & Risk
 - Head of Legal & Compliance Services
 - Head of Equity, Diversity & Inclusion
8. Appointing, leading and motivating teams, ensuring clear, delegated authority, appropriate and regular monitoring and review.
9. Ensuring appropriate governance arrangements and effective subsidiary governance framework in place at LSHTM's overseas Units.
10. Working closely with the Register & Director of Education Services, and other relevant senior colleagues to represent the School externally, liaising with the OfS and other external stakeholders, to exchange best practice and acting in the best interests of the School.
11. Alongside other senior colleagues, acting a point of contact under the School's emergency planning procedure, when required under the rota system.
12. Proactively providing expert governance advice to colleagues and stakeholders meeting the School's needs, managing the provision of effective, accurate, meaningful and timely governance advice by the internal team and external governance services, determining the most appropriate source of advice, monitoring performance against standards and expectations.
13. Act as the final point of escalation for complex governance queries and institutional compliance matters.
14. Overseeing the School's equity, diversity and inclusion office, ensuring the School has an effective EDI strategy and initiatives, that are compliant with relevant legislation and promoting an inclusive culture across all areas of the School's activities.
15. Overseeing the School's approach to freedom of speech and academic freedom, ensuring appropriate policies and procedures are in place and effectively implemented.

16. Working closely with senior colleagues and relevant teams to coordinate the School's response to external reviews, inspections and regulatory visits, ensuring comprehensive preparation and follow-up actions.
17. Undertaking any other duties as reasonably delegated by the Director or the Chair of Council.
18. Any other relevant duties and responsibilities as set out in the [LSHTM ordinances](#)

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 full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager and Chair of Council.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equity 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 review (appraisal) process.******

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 • Postgraduate qualification in a relevant field or equivalent knowledge acquired by experience OR Company secretary qualification, or sufficient professional experience to perform the role of Secretary • Professional development in governance, higher education management or related field 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>
Experience	<ul style="list-style-type: none"> • Significant experience of promoting excellence in areas of administration in Higher Education, and the provision of support services, including the setting of service standards and monitoring of performance, managing and operating successful governance processes and related systems • Extensive experience of working in an academic environment and working closely with academic staff • Successful change programme or major project management experience in Higher Education • Demonstrable experience dealing with regulatory related matters • Demonstrable experience of effective budgetary management and control, including achieving annual targets on a regular basis • Demonstrable experience leading Governance teams in higher education • Designing and implementing policies, procedures, processes and systems effectively • Experience in committee work, including co-ordinating the production of papers, devising agendas and writing minutes • Experience of handling and advising on whistleblowing matters at a senior level • Excellent and effective communication skills, including explaining complex issues in a lay manner to senior colleagues and stakeholders • Experience of working with international partners and stakeholders 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>

	<ul style="list-style-type: none"> • Experience of managing subsidiary governance frameworks and arrangements for locations outside of the UK • Experience of self-motivated independent working • Experience in equity, diversity and inclusion strategy development and implementation • Experience of handling and advising on safeguarding related matters in a large and complex organisation 	<p>D</p> <p>E</p> <p>D</p> <p>D</p>
Knowledge	<ul style="list-style-type: none"> • Understanding of the Higher Education sector • Deep knowledge of governance principles with extensive experience providing expert governance advice • Knowledge of current thinking and policy affecting universities • Proven expertise in regulatory compliance and statutory reporting • Understanding of equity, diversity and inclusion legislation and best practice • Demonstrated evidence of understanding the School's values and strategy, proactively promoting these to colleagues • Financially literate with sound knowledge of budgeting methodologies and resource management concepts • Knowledge of charity law and governance 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Skills and Competencies	<ul style="list-style-type: none"> • Results focused - demonstrating consistent delivery of projects and business operations on time and to specification • An ability to identify strategic and operational opportunities and successfully apply these to the School • Sympathetic, approachable manner but strong and directional and able to exercise discretion in handling confidential matters • Ability to work effectively and collaboratively with Chair of Council, Council members and Executive Team colleagues • Ability to build and sustain effective professional working relationships within the School and the wider Higher Education sector • Commitment to School's Values and the ability to work harmoniously with colleagues and students of all cultures and background • Excellent written communication and presentational skills; able to sell ideas or benefits and build persuasive/convincing arguments based on data, logic and the objective merits of situations 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> • Political awareness and effective management style • Resilient and able to adapt to dynamic workload, including prolonged periods of heavy workload 	<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: September 2025

Salary and Conditions of Appointment

The post is offered on a permanent basis at 0.8 – 1.0 FTE. The post is available for an immediate start. The salary will be on the LSHTM salary scale, Grade 9 - up to £115,000 per annum (at 1.0 FTE) (*salary to be agreed in accordance with LSHTM's Remuneration policies, and will include review and consideration of appointed candidate's current or most recent salary*).

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. 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](#).