

JOB DESCRIPTION



Job Title: EDI Data Analyst
Department: Equity, Diversity & Inclusion Office
Faculty/Professional Service: Central Service
Location: London
Reports to: Head of Equity, Diversity & Inclusion
Full Time/Part Time/Casual: Part-time
Hours (<i>if less than full time</i>): 0.4 FTE
Grade: Grade 5
Overall Purpose of the job: Based within the Equity, Diversity & Inclusion (EDI) Team, this role leads on transforming the way LSHTM collates, analyses and strategically engages with EDI data. The role has responsibility for improving the quality of staff and student equality data and is the lead for equality-related data analysis and presentation for statutory reporting and internal decision making. The role holder works in partnership with subject matter experts across the institution, both in areas of management information and EDI, to create high-quality reporting methods and outputs. The role holder will have experience working with complex quantitative and qualitative datasets and knowledge of EDI matters, including awareness of best practice and appropriate language. The role holder must be able to create engaging, visual outputs and communicate findings from data analyses to suit different target audiences, including senior decision-makers of the institution. The role holder must be able to work flexibly and independently, reprioritising as needed, while meeting deadlines. This role reports to the Head of Equity, Diversity & Inclusion but will have strong working relationships with the teams holding and managing HR, Training & Development, and Registry information systems, and the Taskforces, Working Groups, Committees and other stakeholders across the institution that use EDI data. The role holder also advises on the data elements of the EDI Strategy and Action Plan.

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

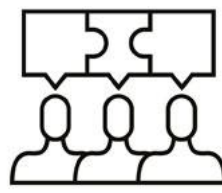
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

Service Delivery, Planning and Organising

- Analysing and reporting EDI data to both internal and external audiences in a timely manner, for decision-making, statutory reporting and compliance, and awareness raising.
- Leading the production of data outputs and advising on other strategic activity for LSHTM's commitment to Equality Charter Marks.
- Analysing and reporting EDI data to decision-makers and aiding monitoring of institutional KPI's.
- Designing and implementing best practice approaches to enable strategic, evidence-based decision-making on EDI, informed by high-quality accessible data analysis and insights.
- Advising and working collaboratively with stakeholders on the strategic delivery of the data-focused goals and objectives in LSHTM EDI Strategy and Action Plan, including the improvement of EDI data collation and data quality.
- Ensuring the EDI Team and EDI data users across the institution operate in line with LSHTM's information security policy and procedures and any supplementary external statutory conditions, including data protection.
- Advising on evaluations of EDI-related interventions at LSHTM for the purpose of producing evidence on the impact of interventions supporting evidence-based decision making at LSHTM on staff and student policies.

<ul style="list-style-type: none"> Managing competing deadlines to ensure delivery of data reports and insights meeting agreed dates
Teamwork and Motivation <ul style="list-style-type: none"> Working collaboratively and effectively with EDI Team colleagues, supporting the Head of Equity, Diversity & Inclusion, acting as a trusted advisor and analyst. Working collaboratively across LSHTM, providing a conduit for information sharing between the institution and Faculties.
Communications, Liaison and Networking <ul style="list-style-type: none"> Working collaboratively with colleagues holding and managing HR, Training & Development, and Registry information systems. Advising colleagues to support best practice methods in EDI data presentation.
Professional development & training <ul style="list-style-type: none"> Undertaking and successfully complete the mandatory training required by LSHTM appropriate to the role. Keeping up to date on data collection trends and good practice, particularly from the HE sector
Additional Information <ul style="list-style-type: none"> Undertaking other duties as determined by the Head of Equity, Diversity & Inclusion commensurate with your grade, and/or hours of work, as may reasonably be required.

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"> A postgraduate degree/equivalent professional qualification, or experience which involves statistics, data analysis and the production of data reports and insights. 	E
Experience	<ul style="list-style-type: none"> Experience of working in an EDI related role, with knowledge of current EDI matters, best practice and awareness of appropriate language. Relevant experience in in-depth and complex quantitative data analysis and ability to identify and provide commentary on trends and issues arising from the data along with the ability to present data insights. Experience of working effectively across a broad range of stakeholders. Experience of working with higher education datasets. A sound understanding of information security issues, with experience of ensuring operational implementation of associated policies and procedures. Experience of using a business intelligence tool / data visualisation software, such as Tableau or Power BI. Experience of competing priorities and working to strict deadlines 	E E E D E E E
Knowledge	<ul style="list-style-type: none"> An understanding of the statutory reporting requirements of a higher education institution. An understanding of the Public Sector Equality Duty, Equality Act 2010 	D E
General	<ul style="list-style-type: none"> The proven ability to effectively develop, manage and deliver high quality analyses and reports to a range of audiences with differing baseline knowledge and areas of interest. Strong project management skills with experience of successfully leading and managing institutional-wide data projects to achieve agreed outputs. 	E E

	<ul style="list-style-type: none"> • Proven ability to work independently, as well as collaboratively as part of a team, and proven ability to meet deadlines. 	E
	<ul style="list-style-type: none"> • Evidence of excellent interpersonal skills, including the ability to communicate effectively both orally and in writing. 	E
	<ul style="list-style-type: none"> • Evidence of good organizational skills, including effective time management. 	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: Oct 2025

Salary and Conditions of Appointment

The post is permanent and part-time 14 hours per week, 0.4 FTE. The salary will be on the LSHTM salary scale, Grade 5 scale in the range £39,984 - £45,728 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.