

JOB DESCRIPTION



Job Title: Faculty Administrator (Community and Engagement)
Department: PHP Central
Faculty/Central Service: Faculty of Public Health and Policy
Location: 15-17 Tavistock Place (hybrid working available)
Reports to: Faculty Executive Officer
Responsible for:
Full Time/Part Time/Casual: Part time
Hours (if less than full time): 0.8 FTE - 28 hours per week
Grade: Grade 4
Overall Purpose of the job: Working as part of the Faculty Office team and in support of the Faculty Executive Officer and Faculty Operating Officer, provide support for key areas of Faculty operations centring around building and maintaining our community: communications, events, space, human resources, diversity and inclusion.

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

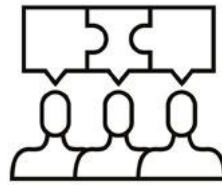
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Faculty of Public Health and Policy

The Faculty of Public Health and Policy (PHP) aims to improve health in the UK and worldwide. We do this through research, teaching and consultancy in the areas of health policy, health systems and services, and public health. We run a range of popular and respected MSc courses, research degrees, short courses and CPD.

The faculty has around 250 academic staff, 50 Professional Services staff, and 250 doctoral students. We are the largest multi-disciplinary public health group in Europe, and one of the largest groups world-wide of social scientists working on health. We use multidisciplinary and multi-method approaches to generate new knowledge to improve health in specific contexts and inform transferability of approaches across contexts. We engage with people, policymakers and service providers to ensure our research is inclusive, relevant, and informs policy and practice.

Our research, teaching and consultancy are inter-disciplinary, encompassing anthropology, economics, epidemiology, geography, history, international relations, mathematics political science, psychology, public health medicine, sociology and statistics.

We actively work to embed the principles of equity, diversity and inclusion (EDI) within Faculty practice, policies and processes.

PHP is made up of three departments:

- Department of Global Health and Development which focuses on health policy and systems research, economic evaluation, gender violence and violence in childhood, and medical humanitarianism, all primarily in low and middle income settings.
- Department of Health Services, Research and Policy which focuses on improving the quality, organisation and management of health services and systems.
- Department of Public Health, Environments and Society which focuses on the social and environmental influences on health and how these are addressed.

Main Duties and Responsibilities

Faculty Engagement

- Support and embody Faculty strategic objectives relating to building a thriving, welcoming and informed community for staff and students.
- Organise and support large and small-scale Faculty events and meetings. This will include planning, logistics, and financial administration.
- Help optimise Faculty member engagement with operational matters, Equity Diversity and Inclusion-related activity, and news.
- Maintain and develop Faculty internet and intranet pages.
- Responsible for writing, compiling and distributing the weekly Faculty newsletter.
- Cascade information to staff and students within the Faculty as requested.
- Assist with development of reports, communications and papers as requested.
- Support and develop initiatives that will positively impact Faculty members.

Space and Safety

- Act as one of the key points of liaison with Estates on behalf of the Faculty Office.
- Support activity aiming to optimise Faculty office space.
- Help keep staff updated about space and safety matters.
- Help ensure the Faculty's Health and Safety records are maintained appropriately.
- Be responsible for supporting visitors that while in the building, visitors remain compliant with relevant safety, fire and IT / data security policies and legislation.
- Manage Faculty room bookings.

Human Resource Administration

- Update electronic records.
- Ensure Faculty and Department staff records are in line with GDPR and LSHTM guidelines, suggesting and implementing improvements when required.
- Coordinate paperwork, allowances and records for time-limited Faculty management roles.
- Where appropriate, support Faculty staff to comply with LSHTM HR policies and procedures.
- Complete and submit Contract Variation forms (CVFs) as required.
- Monitor and coordinate Faculty honorary staff and visitor processes.
- Liaise with Human Resources, Procurement, Finance and other Professional Service Departments to deal with queries and resolve issues.
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Support the Faculty Operating Officer

- Where required, provide Faculty Operating Officer (FOO) administrative support. To include diary management, cover arrangements, answering queries, and maintaining and developing stakeholder relationships.

- Coordinate and support Faculty Operations Management Team meetings.
- Where required, coordinate and support FOO-led initiatives and working groups.

Support for Equity Diversity and Inclusion (EDI) activities

- Support PHP's Faculty EDI Steering Group (FESG), and other related groups and committees, working closely with Chairs. This will involve complex minute-taking and supporting on any follow-up actions
- Assist with engagement, idea generation, prompting actions and updates, and advising on timescales for delivery of outputs.
- Devise and support communications for EDI activities.
- Oversee and maintain free period product supplies

Faculty Operations

- Review Faculty procedures, making update recommendations to ensure best practice and alignment with Faculty and School policies.
- Support the implementation of written updates to Faculty procedures.
- Ensure Faculty and Department general data storage is in line with GDPR and LSHTM guidelines, suggesting and implementing improvements when required.

General Faculty Administration

- Act as the point of contact for the Faculty Office.
- • Service meetings through the drafting and preparation of agendas and papers and the taking of minutes, ensuring that action points are followed up.
- Deputise for other Faculty Office staff in the event of their absence.
- Maintain confidentiality as appropriate.

Additional Information

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"> Higher education to degree level, or equivalent, or substantial relevant experience. 	E
	<ul style="list-style-type: none"> Proven relevant administrative experience in a university or similar environment 	E
	<ul style="list-style-type: none"> Evidence of continuing professional development i.e. training and development courses 	D
	<ul style="list-style-type: none"> Educated to degree level or equivalent 	
Experience	<ul style="list-style-type: none"> Experience of providing executive support to a senior member of staff 	D
	<ul style="list-style-type: none"> Proven ability to update and manage electronic information (e.g. databases and spreadsheets) and produce summaries and reports 	E
	<ul style="list-style-type: none"> Proven experience of being methodical and working with close attention to detail to produce accurate work 	E
	<ul style="list-style-type: none"> Experience of adhering to organisational policy and processes and ensuring these are communicated to and followed by other members of staff 	E
	<ul style="list-style-type: none"> Significant experience of communicating information in a clear and concise way with strong attention to detail e.g. preparing meeting minutes, updating/developing webpages, creating newsletters, reports, posters, composing emails to summarise or disseminate information 	E
	<ul style="list-style-type: none"> Experience of planning, organising or running events e.g. meetings, seminars, workshops, conferences 	D

	<ul style="list-style-type: none"> • Experience of coordinating or managing projects, include project planning and tracking 	E
	Experience of supporting EDI initiatives in terms of communications	D
Knowledge	<ul style="list-style-type: none"> • High level of numeracy and financial literacy with proven ability to monitor income and expenditure and/or reconcile accounts • Understanding of the Higher Education environment and a working knowledge of academic research projects/research funding 	E E
General	<ul style="list-style-type: none"> • Collaborative and flexible approach with proven ability to work well and effectively with colleagues / students • A well-organised, proactive approach with proven ability to manage own workload to meet deadlines and prioritise effectively. • A professional attitude with ability to employ discretion and confidentiality as appropriate • Ability to see the bigger picture and to understand how activities in one area of work can impact on other areas • An interest in personal and professional development • Commitment to equity, diversity and inclusion 	E E E D 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: September 2025

Salary and Conditions of Appointment

The post is part-time, 28 hours per week, 0.8 FTE and permanent. The post is available immediately. The salary will be on the LSHTM salary scale, Grade 4 in the range £34,741 - £38,986 per annum (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 job classification, skill level, salary or qualification 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.