

JOB DESCRIPTION



Job Title: Faculty Research Degrees Manager (PGR Strategy & Operations)
Department: EPH Central
Faculty: Epidemiology and Population Health
Location: London, Keppel Street
Reports to: Faculty Operating Officer
Responsible for: Faculty Research Degrees Administrator
Full Time/Part Time/Casual: Full time
Grade: 6
Overall Purpose of the job: <p>The Faculty Research Degrees Manager provides strategic and operational leadership for postgraduate research activity within the Faculty. The post holder will work in close partnership with senior academic leads to ensure the delivery of a high-quality, inclusive and compliant PGR experience, aligned with institutional strategy and sector best practice. They will work with a wide variety of stakeholders across the School and provide administrative support to the Dean of the Doctoral College.</p> <p>This role combines oversight of core PGR processes with a growing emphasis on service improvement, data-informed planning, and cross-Faculty coordination.</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

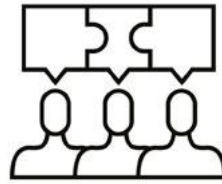
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT 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 two Distance Learning MSc courses: Epidemiology and Clinical Trials. The Faculty also has approximately 220 research students studying for an MPhil, PhD or DrPH degree.

The Dean of Faculty is Professor Elizabeth Allen.

Main Duties and Responsibilities

1. Faculty PGR Leadership and Advisory Role

- Work closely with Faculty Research Degree Directors / Dean of the Doctoral College to support the development, implementation and review of Doctoral College strategy, policy and practice
- Provide expert advice to senior academic and professional services colleagues on PGR regulations, quality assurance, and sector expectations
- Maintain awareness of developments in the UK HE PGR landscape and translate these into local policy, guidance and operational practice
- Represent the Faculty on institutional PGR fora, working groups and networks as required
- Provide administrative support and advice to the Dean of Doctoral College

2. Oversight of the PGR Lifecycle

- Provide Faculty-level oversight of the PGR lifecycle, including recruitment, admissions, registration, progress monitoring, examination and completion
- Provide timely, professional and supportive advice to PGR students and supervisors
- Ensure that admissions, progression and completion processes operate effectively, fairly and in accordance with institutional regulations
- Oversee arrangements for induction and integration of new PGR students, working with Registry, Doctoral College and academic colleagues
- Act as an escalation point for complex or high-risk PGR cases, ensuring appropriate governance and decision-making routes are followed

3. Data, Reporting and Planning

- Lead on the production and interpretation of PGR management information, including recruitment, progression, completion and attrition data
- Provide regular and ad hoc reports to senior Faculty committees and academic leads to inform planning and decision-making
- Use data and qualitative insight to identify risks, capacity issues and opportunities for service improvement
- Contribute data and analysis to funding bids, reviews and strategic planning exercises as required

4. Quality, Compliance and Continuous Improvement

- Ensure Faculty compliance with institutional PGR regulations and relevant external frameworks
- Lead and contribute to initiatives to enhance the PGR experience, streamline processes and improve consistency across the Faculty
- Review and improve PGR policies, guidance and communications in partnership with academic and professional services colleagues
- Support the Faculty in addressing barriers to progression and completion, advising on appropriate interventions

5. Leadership and Management

- Line manage the Faculty Research Degrees Administrator, providing leadership, support and development
- Allocate work appropriately and ensure resilience and continuity of core PGR services
- Provide functional leadership and guidance to colleagues involved in PGR support across the Faculty, working collaboratively to address gaps or pressures
- Contribute to the development of a positive, inclusive and professional PGR support culture in the Faculty

6. Governance and Committees

- Support Faculty PGR governance arrangements, including preparation of papers, provision of data, and follow-up of actions
- Act as secretary or senior professional services lead for Faculty and School PGR committees as appropriate
- Ensure effective communication between institutional committees and Faculty stakeholders

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	• Hold an undergraduate degree or equivalent professional experience	E
	• Postgraduate qualification or equivalent (D)	D
Experience	• Substantial experience supporting PGR activity in UK higher education	E
	• Experience advising senior stakeholders	E
	• Experience of leadership or line management	E
	• Service improvement experience	D
	• Committee support experience	D
Knowledge	• Knowledge of PGR regulations and quality assurance requirements	E
	• Sector-level awareness of PGR policy and practice	D
General	• Demonstrable commitment to equality, diversity and inclusion, with experience of applying inclusive principles to PGR policy, processes or service delivery	E
	• Strong analytical and communication skills	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: May 2026

Salary and Conditions of Appointment

The post is a permanent and full-time 35 hours per week, 1.0 FTE. The salary will be on the LSHTM salary scale, Grade 6 scale in the range £45,728 - £51,872 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 operates a Hybrid Working Framework which, alongside agreed service requirements, enables teams to work more flexibly where the role allows - promoting wellbeing and a better work/life balance. Please note that roles based in London are required to work on-site a minimum of two days per week.

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](#).