

**LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE**  
**PROFESSIONAL SUPPORT SERVICES**

**DIRECTORATE**

**UNIVERSITY SECRETARY & REGISTRAR**

**GENERAL INFORMATION**



**The London School of Hygiene & Tropical Medicine**

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. 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.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services. Research income has grown to more than £140 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources. The School's multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Our education provision has expanded to more than 1,000 London-based Master's and Research students, 3,000 studying postgraduate courses by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses (Moocs) are studied by more than 30,000 participants globally.

The School performs well in various global university league tables. In the US News Best Global Universities Ranking 2017, we are ranked sixth in the world (together with Oxford University) in the fields of social sciences and public health. In the 2016 CWTS Leiden Ranking, the School was ranked fifth in the world for research impact across all disciplines, based on the share of institutions' outputs within the top 1% of papers by citation in all areas of science and independent of size of output.

The School was named University of the Year 2016 by Times Higher Education, in recognition of our response to the Ebola epidemic. The School is a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

## JOB DESCRIPTION AND PERSON SPECIFICATION

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<b>POST:</b>	University Secretary and Registrar
<b>DIVISION/DEPT/UNIT:</b>	Director's Office
<b>RESPONSIBLE TO:</b>	Provost and Chairman of Council
<b>GRADE:</b>	PSP9: in the region of £85,000 per annum

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### Job Purpose

The University Secretary and Registrar is responsible for LSHTM's governance arrangements and for the strategic leadership, management and development of a number of the School's key professional services. The post-holder will be a member of the School's Senior Leadership Team.

The post-holder will act as Secretary to the School's governing Council, and will be responsible to the Chairman of Council for supporting and advising Council and other senior committees. In this regard, the Secretary and Registrar will have a key role in ensuring the effective operation of the School's decision-making processes, including effective legal, planning and data governance arrangements and compliance with legal and regulatory requirements.

The post-holder will be responsible to the Provost for strategic leadership of research governance and integrity and legal services, data governance, and equality and diversity. As Registrar, the post-holder will also be responsible for supporting the School to deliver a high quality student experience, reporting to the Pro-Director of Education to ensure that this is sustained. The post-holder will also have delegated responsibility for major projects on behalf of the School, working with the Chief Operating Officer and other heads of professional services. The Secretary and Registrar will work with the Provost, COO and Pro-Director of Education on developing, implementing and overseeing the School's strategy.

Working with the Provost, the post-holder is responsible for helping to ensure the continuing academic success and development of the School through the provision of excellent cost-effective support services and the strategic development of the School overall.

### 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 under the Charter, statutes and ordinances and with legislation and regulations on how these responsibilities should be discharged
  - ensuring that new or revised responsibilities are drawn to the attention of the

## Governing Body

- working with the Chairman 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
  - working with the Chairman of Council and the Chairs of other senior committees to ensure the timely and efficient delivery of business and the minuting, dissemination and implementation of decisions
  - providing or commissioning legal 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, and for the REF return.
  3. To act as the principal contact for the School's internal audit manager.
  4. To be responsible for the School's risk management process, advising the Senior Leadership Team, Council and the Audit Committees on risk management issues.
  5. To contribute as a member of the Senior Leadership Team working in the best interests of the School; providing advice on changing policies and procedures and recommending mitigating action.
  6. To provide leadership and expertise for the School's strategic and corporate planning activity, working with the Senior Leadership Team and others to support the School's teaching, research and other business activities.
  7. Leading and managing defined non-academic operations of the School with delegated authority from the Deputy Director & Provost, Chief Operating Officer, and Director and appropriate committees, working in liaison with the Directors of professional services.
  8. Directing the successful organizational management and performance of the following functions:
    - student facing services
    - research governance and integrity
    - legal services
    - data governance
    - equality and diversity

- planning (in conjunction with the Provost and COO)  
ensuring they remain fit-for-purpose and cost effective
- 9. Collaborating with other members of the Senior Leadership Team and the Management Board, in particular the Chief Operating Officer, to drive efficiencies across all support and academic services to ensure a more efficient and sustainable organisation that is scalable and future- proofed.
- 10. Appointing, leading and motivating teams, ensuring clear, delegated authority, appropriate and regular monitoring and review.
- 11. Acting as a major Project Sponsor to implement business cases/objectives, as approved by the Provost and Senior Leadership Team.
- 12. Developing a budget for areas of responsibility, ensuring value for money, that is reviewed on an annual basis.
- 13. Representing the School externally, liaising with the OfS and other external stakeholders, to exchange best practice and acting in the best interests of the School.
- 14. Acting as the principal point of contact under the School's emergency planning procedure, when required under the rota system of SLT members.
- 15. Undertaking any other duties as reasonably delegated by the Provost or Council.

## **Performance Measures**

The University Secretary will:

- Work with the Chairman of Council and Chairs of other key committees to ensure that the School demonstrates good practice in corporate governance, and complies fully with the CUC Code of Governance for Higher Education
- Work with committees and other senior staff to ensure that the School has effective arrangements in place for:
  - risk management, control and governance
  - economy, efficiency and effectiveness (VFM)
  - management and quality assurance of data submitted to the Higher Education Statistics Agency, OfS and other external bodies.
- Develop clear and achievable objectives and operational plans in conjunction with function heads in areas of responsibility and monitor these on an ongoing basis in line with strategic and operational objectives;
- Work with function heads in areas of responsibility to ensure that they have a positive financial position in line with agreed targets and strategic objectives;
- Work with the Provost and the COO to develop and action a 3-5 year strategic

plan that is SMART (Specific, Measurable, Achievable, Realistic, Time-Limited), with outcomes for professional and support service functions that are positively audited internally and externally;

- Monitor key project goals in areas of responsibility, with major projects completed on time and within budget, and supported by independent feedback and audit;
- Benchmark services in areas of responsibility against third parties and positive outcomes achieved;
- Deliver and encourage an open, engaged and empowered management style.

## PERSON SPECIFICATION

### Qualifications

	<b>The successful candidate should have:</b>	<b>Essential/ Desirable</b>	<b>Tested by*</b>
	An undergraduate degree	Essential	A, I
	Company secretary qualification, or sufficient professional experience to perform the role of Secretary	Essential	A, I
	An undergraduate or postgraduate law degree	Desirable	A, I

### Background & Experience

	<b>The successful candidate should have:</b>		
	Significant experience of managing and operating successful governance processes and related systems	Essential	A, I
	Significant leadership and management experience and of planning and executing strategy in a medium to large organization	Essential	A, I
	Excellent executive level communication and influencing skills	Essential	A, I
	Excellent working knowledge of Higher Education operations, including student services	Desirable	A, I
	Experience of working with academic staff and students, and with Council and Support Services	Desirable	A, I
	Successful change programme or major project management experience	Desirable	A, I
	Excellent people and interpersonal communication skills	Essential	A, I
	Experience of developing collaborative initiatives with other organizations and partners, preferably with Higher Education institutions	Essential	A, I

### Knowledge

	<b>The successful candidate should have demonstrable knowledge of:</b>		
	Knowledge of current developments in Higher Education	Desirable	A, I

## Skills & Competencies

	<b>The successful candidate should demonstrate:</b>		
	Results focused - demonstrating consistent delivery of projects and business operations on time and to specification	Essential	A, I
	An ability to identify strategic and operational opportunities and successfully apply these to the School	Essential	A, I
	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	Essential	A, I
	Ability to build and sustain effective professional working relationships within the School and the wider Higher Education sector	Essential	A, I
	The ability to generate and sustain effective external networks in the best interests of the School	Essential	A,1

## APPLICATION PROCESS

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Applications should also include the names and email contacts of 2 referees who can be contacted immediately if shortlisted. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk). Please quote reference **PSS-DIR-2019-02**.

For an informal discussion about the role please contact Professor Anne Mills, Deputy Director & Provost ([anne.mills@lshtm.ac.uk](mailto:anne.mills@lshtm.ac.uk)): please contact Professor Sasha Shepperd Pro-Director Education, to discuss the education portfolio at LSHTM.

## ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, 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 Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points)