JOB DESCRIPTION

Job Title: Legal Administrator
Department: Legal Services Office
Faculty/Central Service: Central Services
Location: London
Reports to: Head of Legal and Compliance
Full Time/Part Time/Casual: Full-time (Applications up to 0.8 FTE will also be considered).
Hours*:* 35 Hours per week
Grade: Grade 3
Overall Purpose of the job: The Legal Administrator provides administrative support to the Legal and Compliance function, enabling the team to deliver its legal, compliance, data protection, information compliance and research contracts services efficiently and effectively. The primary focus is threefold: • To support information compliance administration, including Freedom of Information (FOI) requests, Data Subject Access Requests (DSARs), maintenance of the Record of Processing Activities (ROPA), the Data Breach register and Data Protection Impact Assessment (DPIA) records. • To support the legal team by coordinating team meetings and supporting the operational workflow of the core legal and contracts functions. • To support to the Head of Legal and Compliance as required.

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.

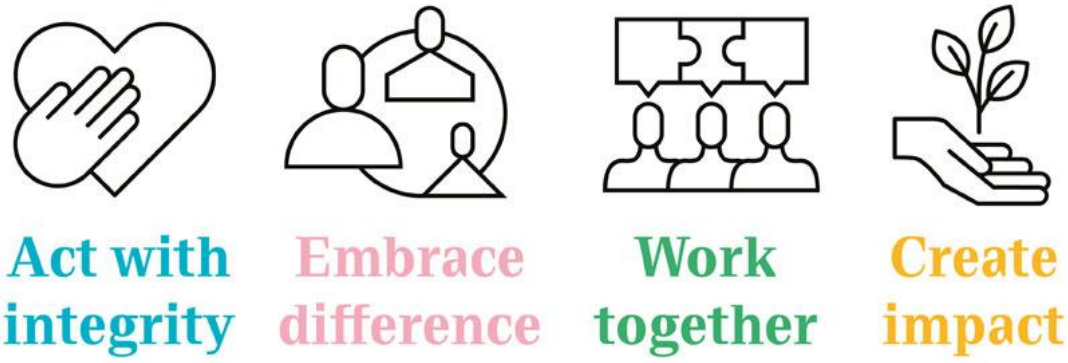
Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

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.



Main Duties and Responsibilities

Communications

- Communicate clearly and professionally with colleagues, students and external contacts on routine matters, acknowledging queries promptly and giving realistic timelines for responses.
- Respond to routine correspondence and requests on behalf of the team in a professional and timely manner.
- Assist in the preparation and distribution of team communications, briefings and updates.
- Maintain accurate and well-organised records, contributing to the team's overall administrative efficiency.

Teamwork and Motivation

- Contribute positively and flexibly to the work of a busy and dynamic legal and compliance team.
- Provide cover for the other Legal Administrator post during periods of absence, picking up routine tasks across both areas of focus as directed.
- Support colleagues proactively, offering assistance when workload permits.
- Approach the role with a positive attitude, maintaining high standards of accuracy and attention to detail under pressure.

Liaison and Networking

- Liaise with colleagues across the School on routine matters, directing queries to the appropriate member of the legal or contracts team.
- Maintain working relationships with administrative contacts across faculties, professional services and external organisations as required.
- Act as an initial point of contact for FOI and DSAR requests, acknowledging receipt within required timescales and referring substantive queries to the Data Protection Officer or Head of Legal and Compliance.
- (Liaise with internal colleagues and external parties to chase and track outstanding contract signatures, following up within agreed timescales and escalating delays appropriately.

Service Delivery

- Maintain and update filing systems, case management registers and shared drives in accordance with the team's information management standards.
- Support the Head of Legal and Compliance with diary management, scheduling and the preparation of papers and meeting materials as required.
- Process administrative tasks accurately and in line with agreed procedures and deadlines.
- Log, track and acknowledge FOI and DSAR requests, maintaining the team's compliance registers including deadlines, responses and outcomes. Escalate matters requiring legal or policy judgement to the Data Protection Officer or Head of Legal and Compliance.
- Maintain and update the Record of Processing Activities (ROPA), the breach register, and DPIA records under the direction of the Data Protection Officer.
- Provide administrative support to the Data Protection Officer in the management of the information compliance function, including maintaining up-to-date records of ICO correspondence and supporting the administration of audits and policy reviews.
- Assist with the administration of data sharing agreements, privacy notices and related documentation as directed.
- Administer the contracts team's shared drive, including maintaining the template library, updating precedents as directed by senior colleagues, and ensuring version control.
- Process incoming contracts for signature, track signature workflows, chase outstanding responses, and update the team's matter management records accordingly in Worktribe and related systems.
- Co-ordinate logistics for team meetings, including scheduling, circulating agendas and papers, and taking and distributing minutes or action notes.

Decision Making

- Triage incoming requests and correspondence accurately, directing matters to the appropriate colleague and escalating those that require legal or technical judgement.
- Know when tasks fall outside the scope of the role and need to be referred to a more senior colleague, doing so promptly and with sufficient context.
- Make initial assessments of whether an incoming FOI or DSAR request has been correctly routed, is within scope and is complete, before logging and referring on.

Planning and Organising

- Manage own workload effectively, prioritising tasks to meet agreed deadlines and flagging competing priorities to the line manager where necessary.
- Exercise meticulous attention to detail in all administrative work.
- Deliver work in good time before deadlines to allow for appropriate review and sign-off by senior colleagues.
- Maintain a live schedule of FOI and DSAR deadlines, ensuring these are flagged to the Data Protection Officer and Head of Legal and Compliance with sufficient lead time.
- Maintain a live schedule of outstanding signature requests and contracts awaiting action, escalating delays at agreed intervals

Initiative and Problem Solving

- Identify routine administrative problems at an early stage and resolve them, or refer them promptly with a clear summary of the issue.
- Suggest improvements to administrative processes and systems where opportunities arise.

- Adapt to changing priorities and take a flexible approach to workload as directed

Analysis and Research

- Follow standard operating procedures consistently and accurately.
- Assist in maintaining and developing the team's administrative frameworks, trackers and templates as directed.
- Carry out straightforward desk-based research tasks as requested by senior colleagues.

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	• Educated to A-level standard, or equivalent; or substantial equivalent work experience • Further or higher education qualification, or equivalent relevant work experience • Evidence of relevant continuing professional development or training	E D D
Experience	• Experience of working in an administrative or support role in a busy professional environment • Experience of maintaining accurate records, filing systems or case management registers • Experience of working with confidential information and maintaining high standards of data security • Experience of managing multiple tasks simultaneously and meeting deadlines • Experience of working in a legal, compliance or professional services team • Experience of working in a Higher Education environment • Experience of administering FOI, DSAR or data protection records • Experience of processing or tracking contracts, purchase orders or similar transactional workflows • Experience of using a research management system (Worktribe or equivalent)	E E E E D D D D D
Knowledge	• Good working knowledge of Microsoft Office (Word, Excel, Outlook) • Awareness of the importance of confidentiality and data security in a professional context • Awareness of data protection principles, GDPR and/or Freedom of Information legislation • Awareness of document management and version control principles	E E D D
Personal Qualities	• Meticulous attention to detail and consistently high standards of accuracy • Excellent organisational and time management skills • Clear and professional written and verbal communication skills	E E E

	• Collaborative and flexible approach, able to work effectively as part of a team and to support colleagues across different workstreams • Ability to handle confidential and sensitive information with discretion and professionalism • Resilient and adaptable, able to manage competing demands in a busy environment • Commitment to the School's policy of equal opportunities and the ability to work harmoniously with colleagues of all cultures and backgrounds	E E E 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: November 2026

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1.0 FTE. The post is available immediately. The salary will be on the LSHTM salary scale, Grade 3 scale in the range £30,836 - £34,604 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.

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.