



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Senior Global Academic Engagement Manager (Strategy & Projects)

Department/Division: Philanthropy and
Global Engagement (PAGE)

Accountable to:
Director, Global Academic Engagement &
Director, East Asia

Job Summary

This post provides a wonderful opportunity to work in close collaboration with academic departments and professional services on the delivery of LSE's new international strategy and associated priorities and projects in Global Academic Engagement (GAE).

LSE's GAE team, an integral part of the Philanthropy and Global Engagement (PAGE) Division, leads on developing partnerships with universities, networks, and alliances in support of LSE 2030. This is a new post within the GAE team, and an exciting opportunity to make a significant contribution to LSE's international strategy and the development of new strategic projects. The role will require collaborative working with colleagues around the School alongside line management responsibilities.

The post has three main purposes:

- To manage the successful delivery of LSE's recently created international strategy.
- To work on the development of new projects, in close collaboration with other members of the GAE team and colleagues across the School
- To line-manage GAE team members and their important portfolios of work

Duties and Responsibilities

International Strategy

1. To manage the delivery of the recently created International strategy at LSE, with the aim to work closely and collaboratively with other academic and professional service teams across the School for successful outcomes. For this objective, you will work closely under the direction of your line manager.
2. To support the recently created International Strategy Board (ISB), a sub-committee of the leadership team at LSE (School Management Committee). The Senior Manager will act as the Secretary of the Board and, working closely with the Director of GAE, will ensure the ISB is effective in its operation across LSE.



3. To ensure the continued development and implementation of the international strategy aligns with the broader school strategy (LSE 2030), LSE campaign priorities through Shaping the World, and any further updates and amendments of the two aforementioned.

New Project Development and Funding

4. To identify new opportunities for GAE and LSE in developing new and innovative collaborative academic projects. This objective will require working closely and collaboratively with existing members of GAE, particularly the two GAE Managers on Mobility & Partnerships; and Research, Networks and Alliances.
5. To prioritise the development around academic collaboration in strategic priority regions, as outlined in the international strategy.
6. To work on the development of funding opportunities for academic collaborations, supporting LSE students and faculty, through financial support from funding bodies, UK and other government agencies, international organisations, or individuals. This objective will require working closely and collaboratively with the GAE team and other PAGE teams with experience and expertise on fundraising.

Staff Management

7. To line manage 3 members of the GAE team, including performance monitoring, appraisal and staff development, ensuring continued delivery of excellence and effectiveness in these areas of work – Collaborative Programme Assistant; European Partnerships Coordinator; and Global Partnerships Coordinator
8. To foster the continuation of a strong collaborative culture among the GAE team, with other PAGE teams, and across the School.

Global Academic Collaborations (General)

9. To develop and maintain positive working relationships with LSE academic departments and professional services, using a range of media and via face-to-face meetings as appropriate. This will include: (i) raising awareness about developments with existing and new academic partners; (ii) providing information and advice about School policy and procedures for establishing and maintaining relationships and activities with other universities and organisations; (iii) facilitating communication between academic staff across disciplines to maximise the potential for cross-disciplinary collaborative work; (iv) developing a good working knowledge of the relevant procedures of offices and departments involved in international academic collaboration, and; (v) taking a proactive lead in raising awareness about developments with existing and new academic partners.
10. To ensure we have an effective internal compliance and due diligence processes at LSE on creating new collaborative academic programmes and/or new academic partners, with associated agreements.
11. To provide insights and input into the School's ongoing development of its international risk, compliance and due diligence processes on our international engagement.
12. To draft and present written and oral briefings, reports and analysis to senior LSE staff, including School leadership, for internal meetings on global academic engagement and at external meetings where LSE senior staff are representing the School.
13. To be able to accurately record discussion points, often on complex matters, and



ensuing decisions from meetings with all range of staff within LSE and in discussions with external partners and then ensure that these decisions are executed in a timely manner.

14. To monitor national, European and international websites/newsletters for collaborative activities and developments including funding opportunities.
15. To undertake any other duties as required from time to time by the Director of Global Academic Engagement & Director, East Asia and consistent with the nature and grade of the post.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.