



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Senior Global Academic Engagement Manager		
<div> <div> Department/Division: Global Academic Engagement, Philanthropy and Global Engagement (PAGE) </div> <div> Accountable to: Director, Global Academic Engagement & Director East Asia, PAGE </div> </div>		
Competency	Criteria	E/D
Knowledge & experience	A track record of achievement in programme or project management in a university or similarly complex private- or public-sector environment	E
	Degree-level education (at least to BA, BSc or equivalent)	E
	Experience of leading and managing a team	D
	Experience of developing strategies and leading and managing a strategy implementation and associated projects across an organisation	D
	Experience of fundraising, budget management, financial planning and negotiating financial support between organisations.	D
	Work experience in the higher education sector, and/or on partnership development in international education on mobility or other areas.	D
Decision-making	Well-honed decision-making skills, based on good judgement, working under pressure and to high-demands, consulting effectively, making recommendations and/or to taking independent decisions as required.	E
	Proven ability to advise others on their decisions, including by presenting a balanced analysis of the options available.	E
Communication	Ability to communicate effectively and appropriately in writing and orally, in formal and informal settings, to people at all organisational levels.	E
	Convincing and persuasive in oral presentation, including with very senior interlocutors	E



	First-rate drafting skills, particularly in summarising and presenting complex or specialised material	E
	Experience of drafting and negotiating memoranda and Agreements	E
Teamwork & motivation	Ability to strategize, lead, manage, motivate and support team members, including providing feedback on individual performance and giving guidance about appropriate development activities.	E
	Ability to foster a co-operative and flexible approach and to deliver results for the benefit of the team as a whole.	E
Service Delivery	Proven experience of proactively developing services and/or processes to improve efficiency and/or effectiveness, particularly from a user's perspective.	E
	Ability to provide, and ensure that others provide, an efficient and client-orientated service to internal and external users.	E
	Ability to effectively promote activities and/or services to internal and external users.	E
Liaison & networking	Affinity with the academic enterprise and ability to empathise with the concerns and interests of leading academics in the social sciences, and an interest in working collaboratively with academics and other professional services personnel.	E
	A tenacious individual not set back by failure or lack of response.	E
	A track record of building meaningful external relationships to engage them with the organisation and aid collaboration on mutual interests.	E
	Experience in building and maintaining networks of contacts in a variety of cultures and countries worldwide	D
Planning & organisation	Excellent organisational skills, including the ability to plan and prioritise your own activities and those of others.	E
	Proven experience of planning and managing annual operational processes and/or large projects in a timely and effective manner and within allocated resources.	E
Analysis and Research	Ability to carry out bespoke research and analysis on the industry sector with a view to ensure LSE remains competitive and innovative	D



Initiative & problem-solving	Ability to work with limited supervision.	E
	Skills in identifying and anticipating future opportunities, and in producing sound and imaginative proposals to address them, working collaboratively with colleagues across the organisation	E
	A creative but practical approach to problem-solving, including in steering projects or proposals through complex organisations	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.