



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: Head of Programme, European City Leadership Programme

Department/Division: LSE Cities

Accountable to: Executive Director, LSE Cities

About the European City Leadership Programme

- LSE Cities is preparing to launch a pioneering European City Leadership Programme for mayors and their teams.
- A ground-breaking capacity-building opportunity for current and future urban leaders, the programme is delivered through an international partnership.
- Europe's cities face an increasingly uncertain future. While urban governments across the continent have long been at the forefront of policy innovation, leaders and their teams need exceptional skills to steer their cities through the complex challenges ahead to make them greener and fairer.
- Drawing on world-class global faculty to build a curriculum focused on core public sector capabilities in the domains of innovation, collaboration, and technology, the European City Leadership Programme will support European cities to develop leadership teams with the skills and know-how to deliver transformative change in this critical decade.
- The programme will include world class executive education delivered both virtually and in-person at sites across Europe. This essential capability-building work will be accompanied by rapid-fire research and experimentation, informed by mayors' real-world challenges to generate practical resources and data for city leaders.
- We are now seeking to build a team of experienced and dynamic professionals to help get this exciting new initiative off the ground. This is a pioneering programme with the potential to create deep impact on the capabilities of European local governments, which the Head of Programme will have the chance to shape from its very inception.

Job Summary

- The Head of Programme is a critical role and will spearhead the management and delivery of the European City Leadership Programme. We are looking for an experienced, motivated professional who can manage and drive the successful preparation, launch and execution of this new world-class capacity-building programme.
- The role will involve leadership and the programme preparation, management and delivery from end-to-end, oversight of 8-10 person delivery team, alongside partnership management. The Head of Programme will support LSE Cities' Executive Director in programme governance and managing relationships with high-level stakeholders both within the School and externally.



- The post-holder will be expected to build and sustain momentum and apply creative thinking to establish the programme's reputation across Europe and to ensure that the pilot programme creates real impact and value for participating city leaders.
- The post-holder will lead on creating an effective collaboration environment across high-profile institutions and funders to ensure the smooth delivery of the programme.
- The post-holder will lead on the recruitment of the wider delivery team. They will be responsible for establishing the team culture and building an effective working environment, and aligning team members to get things done under tight timelines. The post-holder will help the delivery team chart a course through the varied interests of programme funders, academic institutions, and other stakeholders.
- The post-holder will be responsible for setting a standard of excellence for all aspects of the European city leadership programme. They will help the team to consider design constraints and participant needs while maintaining an ambitious vision for the programme's impact.

Duties and Responsibilities

Core Responsibilities

Reporting to the Executive Director, the Head of Programme will lead the execution of the European City Leadership Programme. Their core responsibilities are to:

- Lead, develop and manage all aspects of the programme with Academic Directors, from preparation and strategic planning through launch, delivery and evaluation;
- Manage execution of all key programme activities and ensure programme hits key milestones in a timely manner, that the programme is on track and team is working effectively;
- Manage programme scheduling, staff planning and resourcing;
- Ensure the programme meets funder and School standards and that key programme development decisions are signed off through the appropriate procedures, in conjunction with the Academic Directors, Programme Co-Chairs, and programme Governing Board;
- Deliver regular progress updates for programme Co-Chairs and other senior stakeholders;
- Lead and manage the pre-programme phase including curriculum development in collaboration with Academic Directors, city recruitment, communications, partnerships and programme launch;
- Manage high-level relationships with European municipalities;
- Undertake strategic planning and proactively shape the on-going development of the programme from pilot to scale-up, initially over a 10-month preparation period and then for a multi-year pilot programme;
- Recruit and manage a professional and administrative staff responsible for supporting the delivery of the European city leadership programme: to include project managers, liaison officer, events officer, communications officer, and videographer;
- Establish and manage cross-organisational collaboration infrastructure to ensure effective integration of programme components delivered by various teams across LSE and international partners;



- Support the Academic Directors and Programme Co-Chairs to maintain and strengthen engagement with programme funders and other key stakeholders.

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.

Travel, representing the LSE and the programme is required, as well as some working outside of standard office hours, for example evenings and weekends, for events and receptions, such as the programme launch and convenings.

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.