



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite 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: Research Manager

Department/Division: Mathematics

Accountable to: Department Manager

Job Summary:

Providing a comprehensive professional service to the staff and students of the Department of Mathematics. Advising and supporting the departmental Deputy Head (Research), Doctoral Programme Director, REF Coordinator(s) and Research Committee. Steering and implementing Research Committee actions. Driving REF-related activities (with particular focus on impact). Communicating relevant research related developments within the Department. Facilitating the submission and management of research grants and the associated incentive scheme. Overseeing all research-related finances. Co-ordinating regular seminar series, research events and conferences. Supervising the department's MPhil/PhD programme, ensuring excellent service to our students and alumni in line with School guidelines. Liaising with research-related divisions and organisations, both within the School and beyond.

The postholder is line manager of the Research and Networking Support Officer.

Duties and Responsibilities

Financial Management

Financial management and advice: Managing all departmental research funds and grants, including planning and coordination of appropriate expenditure of RIIF funds. Ensuring balance of end of year accounts, issuing invoices and requesting balance transfers. Monitoring and regularly providing written and oral reports on income, expenditure and future projections to the Department's Management and Committees.

Research grant management: Pro-actively researching and analysing appropriate grant funding opportunities and writing summary reports to publicise these to Department staff. In coordination with the Deputy Head (Research) encouraging and developing application content to enhance proposals.

Providing comprehensive advice and assistance to academic and research staff applying for research grants. Liaising with the Research Division to determine the financial and scheduling parameters and financial details of faculty's grants; conveying these requirements to faculty and managing subsequent transactions. Ensuring resource implications are considered and communicated (such as space and IT requirements).

Overseeing all existing departmental grants; interpreting Research Division regulations and complex grantholder reports to advise academic grantholders on the reporting requirements and deadlines for spending their funds. Drawing up contracts for hourly-paid grant-funded employees, in accordance with HR, Research Division and Finance procedures. Acting as administrative vacancy manager for recruitment from grant funding. Supporting and advising grantholders on practical matters relating to the implementation of their grants.

Research Seminars, Communications and Events



Planning and organising resources: Managing the Department's short- and longer-term research events programmes, working with colleagues to arrange appropriate funding, accommodation, hospitality, room bookings and audio-visual provision.

Communication: Taking the lead role in communications for research in the Department. Communicating relevant research and REF-related developments and requirements within the Department. Proactively gathering and editing suitable content, managing, and developing internal and external mailing lists, monitoring and advising on the programmes for the year, managing the research sections of the website and printed materials to market events.

Research Blog: Leading on the further development of the academic content of the departmental research blog. Working closely with the academic editor and other PS colleagues to manage the departmental blog

Liaison and networking: Liaising frequently with eminent seminar speakers and professional services colleagues internally to ensure the smooth running of the research events programme.

Collaboration: Providing administrative support for the Department's contribution to collaborative research initiatives. Oversight of the Department's Research Visitor Programme.

PhD Programme management

Reporting: Managing the Department's expanding MPhil/PhD programme, and forward planning of the annual cycle of tasks, processes and finances which underpin this programme. Analysing completion and progression data and designing student surveys in order to compile and present an annual report on the programme to the Research Committee.

Admissions: Managing the admissions processes for MPhil/PhD and visiting research students, including logging and tracking applications, arranging interviews, meeting with prospective students, disseminating advice and guidance to potential applicants about the programme, and liaising closely with the Graduate Admissions Office and PhD Academy. Acting as first point of contact for enquiries from prospective and current PGR students, seeking resolutions and submitting referrals as required.

Service delivery: Overseeing work of the Research Support officer on the PGR process from application to graduation, to ensure optimum service delivery for students. Interpreting School Regulations and communicating these effectively to students to ensure adherence. Producing non-academic student references.

Induction and training: Overseeing work of the Research Support officer on the organisation of the orientation for new research students, including providing all necessary information, arranging events, organising, writing, producing and sending pre-arrival materials.

Communications: Taking overall responsibility for MPhil/PhD documentation, including developing and updating the student handbook, brochures, and School documentation such as the prospectus and Calendar. Ensuring materials are kept up to date on the PGR Moodle site.

External liaison: Acting independently and actively as key contact for the Department for the London Taught Course Centre for Research Students (LTCC), London Graduate School in Financial Mathematics, and Engineering and Physical Sciences Research Council (EPSRC), amongst others. Monitoring and managing students' attendance at these external courses in accordance with their visa and funding requirements.

Financial management: Liaising with EPSRC, LSE's Financial Support Office and other external and internal research student funding bodies with regard to funding opportunities, reporting annually on use of existing funds and updating relevant databases of funded students.

Managing research student scholarships and funding: Advising the Departmental funding panel on research



student funding opportunities and the Regulations and criteria relating to these. Managing the funding processes for MPhil/PhD applicants and monitoring student performance and contribution in line with their funding guidelines. Researching and advising the Doctoral Programme Director (DPD) on options for resolution where criteria are not met. Working with the Department Manager to plan the longer term financial support and scholarship strategy for research student support in the Department, assessing ongoing and potential agreements, and individual circumstances.

Assessment support: Supporting arrangements for the examination of MPhil and PhD students, ensuring that the records for monitoring and reporting research student attendance at and progress in appropriate courses provided by LSE and other institutions are completed in good time. Training students to use essential monitoring tools e.g. PhD Log. Overseeing and monitoring the completion of class registers (as required by funders), biannual progress reports and the PhD Log, working alongside staff and students and responding to feedback. Liaising with External Examiners for MPhil/PhD candidates.

Support for Supervisors: Assisting the departmental DPD and PhD Admissions Officers. Advising individual PhD supervisors of their duties, including conveying requirements of new developments, School and legal directives, and research students' requests.

Support for Student Progression: Working closely with the DPD to support the yearly reviews and scheduling of review and upgrade meetings for the PhD programme

REF administration

Providing support for the Research Excellence Framework (REF) requirements and supporting/ servicing/ reporting on REF items at the departmental Research Committee. Providing support as requested by the Department's REF Coordinator(s).

Maintaining a monitoring system to ensure the department's REF submissions are accurately accounted for. Encouraging and driving staff to consider opportunities to develop the impact of the work they do. Assisting with recording impact in a useable format.

Liaising with the School's officers and committees on any relevant REF-related developments.

Managing systems and processes to ensure Departmental engagement with REF-related initiatives (e.g. Peer Reading Scheme, sharing grant application experiences).

Responsibilities not described above

Service Delivery:

Assisting the Departmental Manager and colleagues in the Departmental Office to ensure that all students and staff receive a high standard of service. Ensuring that all enquiries from prospective students, current students, alumni, and staff, are dealt with politely, effectively and in timely fashion. Providing high quality general administrative support to the Department, and particularly its MPhil/PhD programmes and events.

Communication:

Attending the Staff/Student Liaison Committee for MPhil/PhD students. Servicing research committees, and other committees as required, including organising meetings, raising agenda items, drafting papers and minutes, and following up on action points/proposals put forward at those meetings.

Producing written documentation to a publishable standard for the departmental website, blog and publications.

Teamwork and Motivation

Working effectively as part of the administrative team of the Department of Mathematics.

Working cohesively with counterparts in the Department of Statistics to support the Joint Risk & Stochastics and



Financial Mathematics research groups and seminar series and to coordinate the joint REF submission of the two departments.

Maintaining a cohesive editorial team with the academic and administrative editors of the departmental blog.

Overseeing work of the Research Support officer in providing inductions for new staff, research visitors and students into the Department and the School.

Planning and Organising Resources

Managing own workload with minimal supervision, and taking responsibility for advising academic colleagues of upcoming deadlines, in order to ensure that work is completed on time.

Developing and maintaining departmental records and databases related to research grants, research activities and the MPhil/PhD programme, and writing reports based on these as necessary.

Initiative and Problem Solving

Exercising initiative in the development and promotion of the Department's research activities, especially with REF in mind, including supporting and facilitating an increase in departmental research grant applications and promoting impact.

Contributing to the ongoing development of marketing initiatives for the Department's MPhil/PhD programme, and to the general development of the programme, including responding proactively to feedback from students.

Liaison and Networking

Representing the Department at internal meetings and events: PhD Administrators, Doctoral Programme Directors, etc. Proactively selecting and disseminating information pertinent to the Department. Liaising effectively with LSE's Research Division, Graduate Admissions, PhD Academy, Financial Support Office, Human Resources, Communications, Careers Service, Conferences, Timetables, Library, IT Services and other key areas of the School relating to research.

Liaising with EPSRC and other external research funding bodies.

Taking responsibility for updating School information relating to the Department's academic staff and their research activities, such as LSE Experts, LSE Research Online, and Academic Publications Lists. Working with the Library to ensure LSE systems are accurately maintained.

Taking responsibility for implementing School policies and systems, responding to information, requests and guidance at School level.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.