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: Global Academic Engagement Manager (Research and Alliances)

Department/Division: Philanthropy and Global Engagement (PAGE)

Accountable to: Executive Director of International Strategy and LSE in East Asia

Job Summary

This post provides a wonderful opportunity to work in close collaboration with academic departments and professional services in shaping new strategic partnerships, around key research themes in the social sciences with other leading international universities, and through alliances and networks. LSE's Global Academic Engagement (GAE) team, an integral part of the Philanthropy and Global Engagement Division, leads on developing partnerships with universities, networks and alliances in support of LSE 2030. This is a maternity cover post within the GAE team, and an exciting opportunity to make a significant contribution to research on important themes in the social sciences at a time of significant global challenges and opportunities.

The post has two main purposes:

- To support the development and implementation of international collaborations and initiatives in line with the aims of the School's strategies (LSE 2030; LSE International Strategy; LSE Research Strategy);

- To create, oversee, and manage, in collaboration with other teams at LSE new academic projects, particularly around research/research related, through partnerships with universities, networks and alliances.

Duties and Responsibilities

Research and Alliances

1. To identify, develop and manage, working closely with LSE academic departments and appropriate professional service divisions, new international partnership opportunities with leading international universities, alliances and networks, supporting key research priorities and other relevant areas as part of LSE 2030 and newly launched International Strategy and Research Strategy.
2. To identify, develop and manage, working closely with LSE academic departments and appropriate professional service divisions, other international collaborative research partnership opportunities.
3. To work closely with the Finance Division, and where appropriate Research and Innovation Division, on budgeting models to support and implement research partnerships.
4. To take the lead on working collaboratively with other teams in PAGE, and where appropriate, Research and Innovation Division, on identifying and sharing on funding opportunities to support collaborative global research partnerships.
5. In vetting, developing, and managing new partnerships to work closely with academic departments and key professional service divisions, particularly those involved in research and related services.

6. To negotiate and secure agreements with external partner institutions, organisations and/or networks on collaborative research partnerships.
7. To work closely and collaboratively with the GAE Team to ensure the development of strong and deep strategic institutional partnerships across a range of services to LSE students and faculty on research-led mobility opportunities.
8. To play an important role in shaping and then supporting the international collaborative research element of LSE's international strategy, advising and supporting the daily operation of the Research Sub-Group on International Strategy.
9. To liaise with alliance partners and internal colleagues on identifying and sharing appropriate opportunities that benefit LSE students and staff.
10. To lead on the programme management of GAE-administered internal funding schemes, with support from GAE colleagues and beyond.
11. To represent LSE on research and global alliance matters at meetings and conferences outside of LSE, nationally and internationally.
12. To provide research intelligence on emerging opportunities relevant to GAE and wider LSE priorities.
13. Participate in the LSE Reputation/League Tables Working Group on behalf of the GAE team, with a particular focus on partnerships, research, and impact.

Global Academic Collaborations (General)

14. 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.
15. To actively follow and advocate the GAE internal compliance, risk assessment, and due diligence processes at LSE on creating new collaborative academic programmes and/or new academic partners.
16. To regularly update relevant colleagues on international collaboration and ensure GAE-administered databases are up to date with the School's global engagement activities (with the support of dedicated team members.
17. To draft and present written and oral briefings, reports, and analyses to senior LSE staff, including School leadership, for internal meetings on global academic engagement and at external meetings where LSE senior staff represent the School.
18. 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.
19. As required, to research specific institutions that are current or potential partners, both for due diligence purposes and to gain an understanding of key personnel, national and international standing, etc.
20. To monitor national, European and international websites/newsletters for collaborative activities and developments including funding opportunities. The post-holder will be expected to provide written briefs for senior managers about the potential benefits and/or impact for the School, and to be pro-active in making recommendations.
21. To help to establish and monitor whether the School's objectives for global academic engagement initiatives are being met, including by analysing relevant data and making competitor comparisons where possible.
22. To undertake any other duties as required from time to time by the Director of East Asia and Global Academic Engagement 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.