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: Graduate Programmes Manager

Department/Division: Philosophy, Logic and Scientific Method   **Accountable to:** Department Manager

Job Summary
The Graduate Programmes Manager will oversee the PhD and MSc programmes within the Department of Philosophy, Logic and Scientific Method, managing the student journey from admission to graduation. This role requires providing comprehensive administrative support to both staff and students across all programmes.

Duties and Responsibilities

Admissions:
- Serve as the main point of contact for applicants and student enquiries, offering timely advice on departmental and school procedures.
- Ensure all applications from the Graduate Admissions Office are handled appropriately, with related enquiries promptly addressed.
- Keep selectors updated on the status of applications.
- Develop and implement the Post Offer Contact strategy in collaboration with the Selector and Marketing and Communications Manager, responding to trends in the recruitment cycle.
- Contribute to and attend Graduate Open Evenings and similar events, ensuring the availability of publicity materials.

Orientation:
- Prepare and distribute orientation and welcome materials to incoming students.
- Organise and attend orientation sessions, including arranging room bookings, catering, and necessary equipment. Clearly explain departmental information, including programme entry requirements and regulations.

Course Materials:
- Manage the delivery of support services for Graduate Programmes, proactively developing programme support.
- Review and update PhD and MSc regulations and classification schemes as needed.
- Oversee seminar sign-ups and approve course choices in liaison with Programme Coordinators.
- Contribute to and supervise the production of programme-related publications, including student handbooks.

Course and Programme Management:
- Monitor and evaluate the design and maintenance of the Department's courses on Moodle.
- Collaborate with the Communication and Marketing Manager to maintain accurate study pages on the Department website.
- Service departmental committees or working groups, including Graduate and PhD Staff Student Liaison Committees.

- Address issues raised at Staff-Student Liaison Committee meetings and provide analyses of available options, recommending optimal solutions.
- Identify and implement potential areas for student support development.

Examinations and Assessment:
- Maintain accurate student records, including applications, course choices, and assessment data.
- Oversee the examination process, ensuring accurate preparation and recording of exam papers and results.
- Organise Exam Sub-Boards, liaising with External Examiners and academic staff, and acting as secretary to the Boards.
- Ensure all assessed coursework is recorded, run through plagiarism detection software, and distributed to staff with set deadlines for marking.
- Distribute assessment results to students, staff, External Examiners, and the Examinations Office as per School regulations.

PhD Programme Management:
- Act as the primary contact for PhD student and applicant enquiries.
- Manage admissions and orientation processes in liaison with the Graduate Admissions Office.
- Oversee PhD assessments and examinations in collaboration with the Departmental Manager and Research Degrees Office.
- Organise PhD progress meeting, liaising with supervisors and academic staff and acting as secretary to the meeting.
- Edit and maintain online learning resources and web pages related to PhD programmes.
- Manage and process applications to the department PhD Travel Fund in liaison with the Doctoral Programme Director.

Pastoral Care and Welfare:
- Advise students on study-related issues, referring them to relevant support services when necessary.
- Provide support and pastoral care to students, assessing when to refer individuals for professional help.

General Responsibilities:
- Set and maintain high standards of service delivery.
- Collaborate with the Departmental Manager and Marketing and Communications Manager to evaluate MSc programme marketing strategies and implement initiatives.
- Use initiative to evaluate and improve working practices and procedures within the Professional Services team.
- Maintain accuracy in written correspondence and documentation.

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.
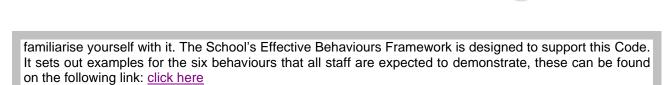
Equity, Diversity and Inclusion (EDI)

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.