



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 Coordinator (CIVICA & Europe)

Department/Division: Global Academic Engagement, Philanthropy and Global Engagement (PAGE)
Accountable to: Senior Manager, Global Academic Engagement, PAGE

Job Summary

The post has three main purposes:

- (a) To act as day-to-day operational coordinator for the School's membership of CIVICA (the European University of Social Sciences) and ensure that its activities are fully embraced and embedded across LSE;
- (b) To support in the development of and enhance the School's academic partnerships across Europe to increase mobility, teaching, and research opportunities for faculty and students.
- (c) To ensure that CIVICA objectives support School strategies such as LSE 2030, the School's International Strategy and the Global Academic Engagement Strategic Plan.

Duties and Responsibilities



**Duties/Responsibilities or HERA
Competencies Principal
Responsibilities:**

CIVICA

1. To manage the development and implementation of a range of collaborative academic initiatives with CIVICA partners in line with the School's International Strategy, including double degrees, mobility opportunities, conferences, joint research, and civic engagement.
2. To develop and maintain positive working relationships with LSE academic departments and professional services to further the aims of CIVICA, using a range of media and via face-to-face meetings as appropriate. This will include: (i) raising awareness about developments and opportunities with CIVICA partners; (ii) facilitating communications and negotiations between LSE and CIVICA partners to maximise the potential for cross-disciplinary collaborative work; and (iii) creating relevant internal and external mechanisms and agreements to support staff and students to benefit from opportunities within the CIVICA network.
3. To represent LSE at CIVICA meetings or events in the UK and overseas (sometimes as the sole LSE representative) or to coordinate attendance by other LSE staff to ensure that the School's voice is adequately reflected within the network and to lobby on behalf of LSE in discussions about CIVICA projects. This will require frequent communications and consultations with a range of staff within LSE, CIVICA, and with relevant policymakers in the UK and mainland Europe.
4. To prepare regular written briefs for senior School Staff on CIVICA developments, resource commitments/expenditure, governance matters, and opportunities, and support their participation in CIVICA meetings both in the UK and abroad.
5. To monitor national, European, and international funding opportunities that could support CIVICA. The post-holder will also be expected to provide written briefs for senior managers about the potential benefits and/or impact for the School on such opportunities and to be proactive in making recommendations and funding applications, particularly for research.

Liaison, Communication, Operations, and Administration

6. To provide a high-quality and professional interface in support of the School's Global Academic Engagement activities. This will include (i) coordinating inward/outward visits to/from CIVICA partner institutions or coordinating associated events with various internal and external audiences; (ii) responding to communications from CIVICA partners and initially reviewing any new proposals before making recommendations on appropriate next steps; (iii) accurately recording key discussion points and decisions in relevant meetings with partners; and (iv) ensuring that decisions are executed promptly.
7. To support the Global Academic Engagement team by ensuring that adequate operational mechanisms and processes are in place to support the breadth of our activities and that they remain fit for purpose as our activities grow or change.
8. To contribute to annual reports on GAE activities and provide data to the CIVICA Secretariat to enable CIVICA's reporting requirements to the European Commission.

Financial

9. To manage LSE's CIVICA budget with a) effective allocation of the project budget towards faculty and student mobility, events, research activities, and CIVICA support at LSE, b)



ensuring that the School remains fully compliant with funding and administrative requirements as part of its involvement with CIVICA.

General

10. To contribute to the development of strategies and to undertake any other duties as required from time to time by the Senior Manager of Global Academic Engagement, consistent with the nature and grade of the post.

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. The postholder will also be required to undertake some international travel so must be able to spend periods away from home (normally up to three weeks per year and for a maximum of one week per visit, although often shorter). While this post is a full-time role, consideration will be given to candidates who wish to apply for the role on an 0.8 FTE basis, which can be worked over 4 or 5 days per week.

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.