



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: PhD Programmes Manager

Department: International Development

Accountable to: Deputy Department Manager

Job Summary:

To proactively manage the administration of research degree programmes in the Department of International Development from admission to graduation, delivering a high level of customer service and developing a first class experience to research students.

To provide and an interface between research students and the Doctoral Programme Directors, Departmental Research Committee and central departments, and act as first point of reference for all research degree queries.

To act as Secretary to the Department Research Committee and support departmental Research activities.

Duties and Responsibilities

Communication:

- To respond to internal and external enquiries and provide accurate information in line with current School guidelines with diplomacy, tact and discretion, referring on where necessary.
- To act as a focal point for applicant, student and colleague enquiries and provide accurate and timely advice on admissions and funding processes.
- To be responsible for the annual updating of the programme guides and prospectus entries for research degrees programmes in the Department of International Development
- To service the Departmental Research Committee including minute taking and distribution of papers.
- To write own correspondence with a high degree of accuracy, conveying complex information in a simple manner, both verbally and in writing.
- To communicate with current students on a regular basis both in group sessions and one-to-one
- To maintain offer holder communications within the Department, liaising with other departments where necessary.
- To oversee the coordination and effective delivery of information for the School, for example, prospectus and CAPIS entries and the monitoring of students in line with UKBA regulations.

Teamwork and Motivation:

- To be an actively contributing member of ID's administrative team.



- To develop and maintain strong working relationships within the wider School community including other departments, the Research Degrees Unit, Graduate Admissions and the Financial Support Office.
- To consider and suggest improvements to the services being provided to research students in order to ensure a first class student experience.
- To attend and contribute to ID administrative meetings and attend the Research Committee and other departmental meetings as required.

Liaison and Networking:

- To research and develop procedural changes in conjunction with Doctoral Programme Directors, HoD, Department Manager and members of the Department Research Committee.
- To liaise with upgrade panel members and other examiners in matters related to the progress of ID research students
- To liaise with departments across the School in relation to implementing and developing a range of activities, including the Graduate Admissions Office, Student Services Centre, Research Degrees Unit, Teaching and Learning Centre, Financial Support Office, Registry, Conferences and Events, Examinations Office, Reprographics and other academic departments.
- To develop and maintain links with academic and administrative colleagues in ID and in other academic departments and to share best practice.
- To liaise closely with related Academic Departments to agree procedures eg. in relation to students registered in ID but jointly supervised with other departments.
- To participate in related School fora, including the Doctoral Programme Directors Forum, PhD Administration Forum and Graduate Admissions events.

Service Delivery:

- To take responsibility for ensuring effective and efficient service delivery of the research degree programmes to applicants, students and academic staff.
- To proactively manage the review of applications, making of offers and nomination of financial awards to incoming research students, ensuring that deadlines are met and potential supervisors are kept abreast of the status of applications.
- To manage budgets for items related to the PhD programme and research students, eg. ESRC RSTG, Departmental Conference Fund and Language Training Fund, and the Departmental Research Fund allocations
- To organise Orientation for incoming research students including preparation of welcome materials, co-ordinating and presenting at the main Induction event and one-to-one meetings, explaining regulatory requirements and regulations clearly and accurately.
- To review and update prospectus entries for research degrees offered within the Department.
- To oversee and contribute to the review, updating and production of programme related publications, eg, student handbooks.
- To manage the Department's annual review of all students including making recommendations on composition of upgrade panels, reviewing and advising supervisors and students on regulatory framework, advising students on drawing up completion timetables and advising on apply for extensions and changes to status.
- To liaise with the Departmental Web Administrator on the design and maintenance of pages related to research degrees.
- To service Departmental Research Committee including organising meetings, taking minutes and distribution of committee papers.
- To assist the Chair of the Department Research Committee with the preparation of the Department's REF submission.

Planning and Organising Resources



- To plan for and manage the annual cycle of the research programme from admission to submission and ensure that colleagues and students are aware of applicable deadlines and, as far as possible, facilitate them being met.
- To be pro-active in planning, organising and attending appropriate events for example those organised by the FSO, RDU and Research Office.
- To set deadlines and ensure they are met, for example in the Department's preparation for nominations for student funding, applying for changes to registration and monitoring attendance for UKBA purposes.
- To plan and make best use of resources for busy periods in the year, whilst understanding the cyclical nature of the role.
- To assist with the planning and administration of the Department's REF submission.

Decision Making

- To show innovation and initiative whilst working within the current Department and School guidelines.
- To identify key academic and other issues arising from regular interaction with students and make decision within Department and School guidelines or, in more complex cases, bring issues to the attention of the Doctoral Programme Directors or other appropriate people, in order to jointly consider an appropriate response.
- To identify key administrative and other issues arising from regular interaction with administrative departments within the School, eg the Research Degrees Unit, and formulate appropriate response, or, in more complex cases, bring these to the attention of the Doctoral Programme Director and other appropriate people, in order to consider an appropriate response.
- To make decisions on the shortlisting of applicants to the Department's research student programmes in line with the School Admissions Policy and Departmental admissions criteria.
- To contribute to the decision making process on student offers, particularly in respect of nominations for funding to advise the Doctoral Programme Directors in assigning ranking to candidates.

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](#)



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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.