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: Research and Innovation Evidence Manager

Department/Division: LSE Research and Innovation (R&I)
Accountable to: The Deputy Director of LSE Research and Innovation (R&I)

Job Summary

LSE is a leading social science institution with some of the greatest global impact. Our researchers are world-leading thinkers on critical issues.

LSE Research and Innovation's (R&I) mission is to help develop and sustain an environment that makes LSE the best place to do excellent and impactful research.

The Research and Innovation Evidence Manager has a key role in defining, designing, and delivering projects according to LSE's needs and strategic objectives in consultation with the Director, Deputy Director, R&I senior managers and team leaders, and through strategic projects commissioned by senior management.

They will support the Deputy Director to deliver evidence for transformational research and innovation activities Division and School wide through the provision of quantitative and qualitative information and analytics. Working with senior research stakeholders they provide expertise to facilitate institutional research across the LSE creating a longer-term 'strategic' view of the development of research and funded research in particular through discrete projects and ongoing monitoring and evaluation. Examples of such projects may vary from external trends to internal research outputs, such as institutional impacts, culture and environment, SHAPE funding policies, interdisciplinary research outputs and commercial engagements.

Projects are designed and delivered in collaboration and liaison with relevant teams and divisions across the School and will all result in briefings to the Deputy Director and Director Research & Innovation and Pro-Vice Chancellor (Research and Innovation), and other senior stakeholders, and being circulated through relevant groups and communications channels across LSE.

They will work closely with teams across R&I but in particular with the Research and Innovation Funds Officer, Impact Monitoring Officer, and Research and Innovation Data Officer.

The Research and Innovation Evidence Manager will also work closely with the income generating teams in R&I team to provide expert support to academic staff in developing strategic, high quality applications to a range of UK, European and international sponsors using evidence from their projects and briefings.

Duties and Responsibilities

Key duties of the Head of Institutional Research Strategy are to:
1. Lead regular reviews of institutional impact in specific areas defined in consultation with senior management through planning, monitoring and evaluating projects;
2. Support the Division to generate innovative ideas for institutional research based on knowledge from professionals across research and innovation teams;
3. Oversee regular projects that require data collection, data cleaning and analysis with quantitative and qualitative methods in collaboration with other teams and functions within and beyond R&I, including but not limited to: LSE Innovation, Information Systems, Policy Team, KEI Integrated Service, Library, Communications, Corporate Engagement Network, Research Risks Working Group, Research Data Working Group and Research Development Team to undertake and provide support for delivering relevant projects
4. Supervise, line-manage and lead project-based occasional research assistants from various disciplines in line with the project scope;
5. Produce high-quality progress and evaluation reports in writing and via verbal presentation across various fora and in regular meetings accountable to senior management;
6. Liaise across LSE to create connections and draw insights from the wealth of expertise across our academic community;
7. Provide briefings and reports on project results Panels, Working Groups and Committees and other internal audiences to turn insights into actionable ideas for the development of LSE research and innovation activity;
8. Proactively disseminate findings internally and externally through briefings, events, reports, and communication channels;
9. Advise relevant teams on building extended networks with relevant industry, HEI, policy and funding bodies and peer networks to represent LSE;
10. Lead others in taking ownership of projects and support them with project delivery and take responsibility for project feasibility and resource support;
11. Take responsibility for the performance of the function giving evidence through key results, and benchmarks across comparator institutions to ensure a level of best practice in the profession;
12. Provide expert advice to the design of institutional schemes to incentivise research and innovation activities including funding programmes, recognition of research funding activity and generation of new cross-sector and interdisciplinary collaborative activity;
13. Provide expert support to academic staff in developing strategic, high quality research applications to a range of UK, European and international sponsors;
14. Provide input to the academic training programme related to grant winning that Division members contribute to in collaboration with the Researcher Development Programme, PhD Academy, Eden Centre for Educational Enhancement, LSE Careers and others, and deliver training sessions to the LSE academic community;
15. Monitor the external policy context (UK, EU and international) with respect to research funding policy, in particular the UK Research Councils, European Commission, Government departments and the principal research-supporting charities and foundations; and
16. Provide advice and assistance on a wide range of professional issues to other colleagues in the Division, and lead and contribute to the 'in-house' programme of training/professional development for the Division.

The Research and Innovation Evidence Manager will provide insights on the most complex funding initiatives in the School and provide expert support to academic staff through the design and development of winnable research and innovation grant and commercial contracts applications

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.