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 Manager

Department: Gender Studies   **Accountable to:** Department Manager

Job Summary

The post holder is a key member of the professional services team, responsible for the effective delivery of the Department's PhD programme and its programme of research activities and related events.

Key responsibilities include i) proactively managing all aspects of the PhD programme; ii) managing the Department's research activities portfolio, iii) line-management of the Department's Communications Manager, iv) leading on the delivery of research-related events, v) managing the Department's Visiting Fellows/Professors and Postdoctoral Fellowship schemes, vi) budget management, and vii) working closely with faculty colleagues, particularly the Deputy Head of Department (Research) and Doctoral Programme Director.

Duties and Responsibilities

Communication
- To communicate effectively with a wide range of staff, students and external organisations.
- To develop and implement strategies to ensure effective communication with and between stakeholder groups e.g. prospective students, offer holders, current students and alumni.
- To provide expert advice and guidance to students and staff on potentially complex rules, regulations and administrative processes.
- To disseminate and profile Departmental research activity.
- To develop and maintain the Departmental website (in conjunction with professional services colleagues).
- To maintain comprehensive guidance notes for all relevant administrative processes.
- To provide written reports for consideration by senior colleagues in the Department and across the School.

Teamwork and Motivation
- To effectively line manage, support and mentor the Department's Communications Manager.
- To proactively support the Deputy Head of Department (Research) and the Doctoral Programme Director.
- To work closely with all academic and professional services colleagues to ensure effective service delivery.
- To actively contribute to the professional services team and the wider Department, providing suggestions for improvement and development; and to participate in activities not necessarily linked to the role's core responsibilities.
- To participate constructively in team meetings, one-to-one meetings and wider departmental

meetings.
- To take a proactive approach towards personal and professional training and development.
- To offer ad hoc support to other team members during busy periods and provide cover during periods of absence.

Liaison and Networking
- To liaise with a wide range of key personnel and departments across the School.
- To represent the Department and School at internal and external events.
- To actively contribute to internal and external networks and build links for the benefit of the Department.
- To coordinate the Department's submissions for the Research Excellence Framework (REF).

Service Delivery
- To develop and manage all administrative aspects of the PhD programme.
- To develop and manage the Department's research environment, including its programme of events, liaising with the Deputy Head of Department (Research) and Doctoral Programme Director as required.
- To work with academic and professional services staff to ensure the highest standards of service delivery.
- To act as a first point of contact for PhD students who might be experiencing difficulty; proactively maintaining an up-to-date knowledge of the School's support service provision and referring students for advice and support where appropriate.
- To service the PhD Student-Staff Liaison Committee and Departmental Research Committee.
- To advise on research grant processes in conjunction the Research & Innovation Division and Deputy Head of Department (Research).
- To promote an ethos of continuous review and improvement to ensure that processes remain as effective as possible and that the highest levels of service delivery are maintained at all times.
- To maintain an outstanding level of attention to detail in all aspects of the role.
- To ensure compliance with School policy and practice guidelines.
- To understand the wider School and Departmental context and, in response to evolving Departmental needs, be able to proactively identify and progress other activities consistent with the grade of the post.

Planning and Organising Resources
- To plan, prioritise and organise own day-to-day work in accordance with deadlines and agreed objectives.
- To manage the financial resources associated with the PhD programme and research activities.
- To be responsible for the preparation and maintenance of programme and research-related materials such as the PhD handbook.
- To actively contribute towards annual planning processes.
- To manage the administration of all PhD reviews, including upgrade, viva and graduation.

Initiative and Problem Solving
- To make independent operational and strategic decisions on a daily basis; to work with minimal supervision; and to use initiative and sound judgement to solve day-to-day issues with flexibility and timeliness.
- To use creativity to solve problems where the solution is not immediately apparent.
- To be aware of when a situation needs to be referred to the Department Manager or other colleagues.
- To make constructive and authoritative recommendations to senior colleagues both in the Department and across the School on issues which are not necessarily related to the role's core responsibilities.

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.