



## 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:** Deputy Department Manager

**Department/Division:** Geography and Environment      **Accountable to:** Department Manager

### Job Summary:

- Working closely with the Head of Department and the Department Manager to achieve the efficient management of departmental resources and operations.
- In liaison with the Department Manager leading and managing the Graduate Teaching Assistant community (30-40 part-time teachers).
- Contributing to strategic thinking to ensure departmental plans and policies complement the School's core strategic themes.
- Deputise for the Departmental Manager as required.
- Acting as the key interface between the Department and a wide range of academic and Professional service staff across the School.
- Overseeing the Department's preparations for REF2021.
- Support the Professional Services Team in the Department in the delivery of an exceptional student experience.

### Duties and Responsibilities

#### Planning and Organising Resources

- Monitoring the Department's cash budgets, including: advising the Head of Department on proposed expenditure; and working with the Department's Finance Officer And Departmental Manager to set up and maintain procedures that ensure the efficient administration of Departmental expenditure in line with the School's financial management regulations
- Managing and planning the annual Departmental Workload model.
- In liaison with the Head of Department and Departmental REF coordinators, in aiding the strategic planning process for REF2021; to coordinate data on outputs and statistics and to assist in the production of reports and other written documents relating to the final REF submission.
- In liaison with the Head of Department, to provide data and contribute to the reports for the Annual Monitoring process and Departmental review submissions.
- Planning and monitoring the Department's teaching programme in liaison with Senior Departmental staff and in accordance with School regulations and Department decisions, including:
  - seeking permission from the School for the introduction of new courses or amendments to existing provision;
  - anticipating and monitoring teaching needs in light of staff leave and fluctuations in student numbers/course changes;
  - in conjunction with programme coordinators, overseeing the Department's Calendar returns, and the application, induction, teaching and assessment cycle.
- Managing the Graduate Teaching and Guest Teacher community, including the induction and



ongoing training processes, and ensuring the smooth running of class/seminar teaching throughout the year.

- Managing and logging the Department's research grant applications.
- Supporting the Department's research culture including administration of postdoc funding applications
- In liaison with the Departmental Chair of the Undergraduate Examination sub-Board and other teaching focussed post holders, planning the on-going development of feedback processes and other initiatives to comply with and exceed the LSE Academic code.
- Work closely with the Head of Department to develop and implement the Department's teaching and research vision.
- Assist and provide logistical and planning support for the development and implementation of the Department's experiential learning and fieldtrip provision.

#### **Teamwork and motivation**

- Fostering a collegial atmosphere between departmental colleagues.
- Line management of Professional Service Staff where required and appropriate.
- Where appropriate, assisting with the recruitment of other administrative staff within the School.
- Supporting the Departmental Manager in all administrative staff meetings and developing strategies for the continuing development and enhancement of School and Departmental administrative systems.
- Working with the Undergraduate Programmes Co-ordinator, providing support and guidance to ensure an excellent service provision for Undergraduate students.
- Working with the wider Professional Services team to drive, implement and continuously improve team service delivery
- To support and contribute to Departmental away days.

#### **Decision Making; Initiative and Problem Solving**

- Contributing to decision-making processes affecting departmental and, in some instances, School policy through wide committee membership.
- Using initiative to identify and address operational problems at a departmental level, and at a School level where those issues impact on the Department.
- Providing solutions and ideas to address any operational inefficiencies or possible improvements.

#### **Service Delivery**

- Ensuring the provision of an excellent administrative support service to staff and students in the Department, specifically in relation to:
  - committee servicing
  - internal and external quality assurance
  - planning and management of departmental resources for example the Undergraduate Student Hospitality budget or space allocation for Undergraduate students e.g.: study room
  - Graduate teaching assistants and Guest teachers
  - legal compliance issues e.g.: addressing Data Protection requests and GDPR compliance
- Consideration of Equity, Diversity and Inclusion practices and embedding within Departmental working policies and procedures.
- Assisting the Department Manager and faculty in the administration of academic recruitment

#### **Communication,**

- Facilitating communication within the Department between individuals and groups (including staff and students)
- In conjunction with the Department Manager, managing the flow of information between committees, the Department and the School
- Ensure that action points from various committees are dealt with quickly and acted upon.
- Dealing effectively with a very large volume of email and other correspondence.



- Able to communicate with a wide range of stakeholders and amending the approach to do so effectively

#### **Liaison and Networking**

- Participating in School and departmental committees, working groups, focus groups and peer group networks/forums.
- Acquiring knowledge relating to School policy and applying this knowledge in consultation with others in the Department as appropriate.
- Liaising with external contacts regarding the Department's plans and activities. Examples include prospective donors (in conjunction with the Philanthropy and Global Engagement office), funding bodies (in liaison with the Research and Project Development Division) and legal publishers.
- Increasing Departmental links with other School services and SU societies such as LSE SU Geography and Environment society.

#### **Legal Duties**

*Special Education Needs Disability Act (SENDA):*

- Being familiar with staff responsibilities under SENDA, including consulting the Student Disability and Wellbeing Service where appropriate.

#### **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](#)