



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: Institute Manager (maternity cover)

Department/Division: Marshall Institute for Philanthropy and Social Entrepreneurship
Accountable to: Institute Director

Key tasks:

- Leading the overall management of the Marshall Institute in areas that include budget management, strategic planning, human resources, administration and facilities.
- Contributing to ensuring the full integration of all aspects of the Institute expanding programme of activity, driving forward interconnectivity between streams of work to maximise both the impact and influence of the Institute and the student experience.
- Taking the lead in implementing Management Committee, Executive Team and Director-level decisions, to ensure the operational effectiveness of the Institute's programmes.
- Directing key HR functions and operations, including recruitment and development activities.
- Lead responsibility for the set-up and development of systems and processes that allow the effective and efficient management of the Marshall Institute.
- Acting as a secretary for the Management Committee and Steering Group and other governance structures as appropriate, to agree agendas and papers.
- Ensuring that the administration of research and fundraising is properly managed.

Duties and Responsibilities

Planning and Organising Resources

- Managing the Institute's financial resources, keeping resources and expenditure under close review and providing projections to assist the Institute Director in determining future resource deployment.
- Leading the overall management of the Marshall Institute's administration, working within the School's policies and regulations in areas including: human resources, finance, procurement, space and facilities.
- Contributing to long-term strategic planning, involving preparing, implementing and monitoring progress under the Institute's strategic plan; updating the plan in line with developments in the Institute's activities.
- In liaison with the Institute Director, preparing for the Annual Monitoring of the Institute conducted by the School's Directorate.



- Directing key HR functions and operations, including front office management, recruitment and development activities.
- Responsible for the planning of cyclical tasks, initiating improvements in the light of insights gained through monitoring and evaluating the effectiveness and efficiency of previous cycles, and prioritising a varied and demanding workload.
- Taking lead responsibility for the administration of research grants hosted by the Marshall Institute, working closely with faculty and research staff.

Service Delivery

- Having lead responsibility for the setting up of systems and processes that allow the effective and efficient management of the Marshall Institute, including the regular evaluation and improvement of existing operational systems, with a commitment to continuous improvement and enhancement of the student experience and support for faculty.
- Reviewing and developing support staff working practices and procedures to ensure the provision of a high quality administrative service.
- Working with the Head of External Relations on leading the development of new strands of activities within the Marshall Institute, under the strategic direction of the Institute Director.

Teamwork and Motivation

- Having overall responsibility for the recruitment and management of a team of staff to support the management of the Marshall Institute.
- Managing designated professional services staff, including conducting regular career development review meetings, in order to review progress, set goals and ensure continuing professional and personal development.
- Fostering a collegial atmosphere between Institute colleagues and ensuring full and regular communications amongst the administrative staff of the Marshall Institute.
- Having responsibility for all aspects of facilities management and health and safety, with respect to the safety and wellbeing of staff, students and other visitors to the Institute.

Communication

- Having responsibility for the preparation of first and final drafts of all new and revised Institute documentation.
- Having responsibility for the preparation of first and final drafts of Committee papers and Institute documentation.
- Promoting the work of the Institute to the School and, where relevant, to external audiences, preparing first and final drafts of reports to funders and taking the lead in preparing submissions to internal School Committees.
- Coordinating communications between staff within and across the different arms to the Marshall Institute, in order to ensure opportunities for collaborative working are easy to identify and capitalised upon.

Decision Making; Initiative and Problem Solving

- Work with the Executive Team to identify potential areas of expansion and development for the Institute, using a range of research and analysis methods to investigate potential areas and draft innovative recommendations, e.g. through benchmarking data, analysis of current trends, horizon scanning, etc.



- Reviewing existing working procedures and operational systems and initiating and implementing revisions to ensure the smooth running of the Institute.
- Finding imaginative and positive solutions to both day-to-day and longer-term problems and contingencies, including conducting detailed research and analysis to properly scope out and present options for the Executive Committee to consider.
- Working with the Executive Team, as well as relevant management and governance structures, in identifying and implementing strategies that enable effective Marshall Institute management and work programme delivery, as a key member of the Institute's Executive Management Team.
- Making collaborative decisions as an active member of the Executive Team in creating budgets for faculty and staff employment and Institute costs, for submission to the School's Planning Committee.
- Providing expert advice to the Executive Team for collaborative decisions on how human and other resources are deployed to best support the running of the Institute.
- Take primary decision-making responsibility for the day-to-day running of the Institute and lead responsibility for all aspects of the Institute's academic support team.

Liaison and Networking

- Building relationships and networks with members of the Institute, service divisions and academic units across the School, including developing internal faculty engagement with the Institute, to forge cross-department partnerships, both formal and informal, that further the interdisciplinary nature of the work of the Institute.
- Participating in relevant internal and external networking events, where appropriate.
- Proactively acquiring knowledge relating to School policy and applying this knowledge in consultation with others in the Institute as 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](#)

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.



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