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: Graduate Intern	**Ref no.:**

Department/Division: Firoz Lalji Centre for Africa	**Accountable to:** Centre Manager

Job Summary

The Firoz Lalji Centre for Africa's research programme is expanding rapidly and currently holds twelve research grants varying in size and scope. The Centre requires project management processes and software to be identified for managing the day-to-day tasks for supporting research grants and for monitoring and evaluation. The Centre is looking to recruit a proactive graduate intern that has an interest in project management delivery, software, technology implementation, and monitoring and evaluation work.

The Centre promotes independent academic research and teaching, open and issue-oriented debate, and evidence-based policy making across LSE. FLCA accomplishes this by connecting different social science disciplines and by working in partnership with Africa bringing African voices to the global debate.
The Centre currently holds 12 research grants that all have competing milestones and deadlines. The Centre is continuing to expand its' research grants programme and there is a need for project management software to be introduced to help deliver effective management, delivery, evaluation and reporting. The graduate intern will be part of the core staff of the growing Firoz Lalji Centre for Africa (FLCA), and as such will be expected to contribute to new and ongoing initiatives as they develop.
The Centre is looking for a capable, motivated and technologically savvy graduate who can investigate and introduce project management processes and software that is efficient and effective for all Centre staff to use.

The graduate intern will receive training by the Centre manager and research grants officer on the architecture of the Centre's research programme. The intern will also receive training on the current grant management system in place and project management skills. The intern will also meet with IT staff members to familiarise themselves with the current IT systems at LSE that would relate to project management software. The graduate intern will also be encouraged to attend LSE training courses offered by HR's Training and Development team. This is a capacity building role that would offer a creative challenge in completing an analysis of current Centre project management procedures and identifying solutions and strategies for streamlining processes for efficiency.

Duties and Responsibilities

Problem Solving and Initiative
- Perform an analysis of the Centre's current project management procedures and identify solutions and strategies for streamlining processes for efficiency;
- Work with the Centre's research grant officer to develop effective project management processes;
- Investigate project management software currently on the market that will deliver effective and efficient research grant coordination and delivery;
- Learn and understand software requirements and implementation;
- Complete and implement the selected project management software;
- Maintain awareness of emerging technologies and product developments and assess them for possible implementation to assist the Centre with its' research project management;
- Become familiar with relevant School procedures and policies, especially related to research;
- Support the transition of the grant management programme through the initial implementation and roll out phase of the software.

Communication
- Communicate effectively with Centre staff via email and face-to-face to investigate and highlight current inefficiencies in the project workflows;
- Translate complex information into useable evidence to inform programming software choices and selection;
- Present findings, choices, justifications, and recommendations in a report format that can be shared among Centre staff;
- Communicate project needs and requirements to IT staff within the School to ensure the software chosen syncs with the School's systems;
- Liaise with staff in Research Division to ensure the project management software selected promotes effective communication with their systems;
- Communicate effectively with staff at all levels in the Centre and across the School;
- Develop and deliver training to Centre staff on the project management software selected and implemented. Train Centre staff in functionality and best practice;
- Complete a user manual of the selected project management software for Centre staff to use.

Planning and Organising
- Conduct user research, needs-based assessments and cost-benefit analysis in relation to project management software;
- Ensure software selected is best suited for professional services, researchers and academics to use;
- Ensure the Centre has the correct operating systems and IT resources for the project management software.

Teamwork
- Work closely with Centre staff to develop clarity of scope for the project management software and to develop a thorough understanding of the research grant structure and management processes;
- Work with Centre staff to understand current challenges and constraints to managing multiple research grants with competing deadlines;
- Work with Centre staff to develop strategies for improving the efficiency of supporting research grants held within the Centre;
- Support the research grant programme staff in order to help meet milestones and reporting.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.