



## 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:** Executive MSc Programmes Manager

**Department/Division:** Health Policy

**Accountable to:** Department Manager

### Job Summary:

The main purpose of the role is to ensure the effective delivery of three executive MSc programmes in the Department of Health Policy. The role includes managing all aspects of the administration of the programmes and requires the postholder, amongst other responsibilities, to (i) act as the key administrative contact for the programmes, (ii) communicate effectively with a wide range of staff, students and external organisations; (iii) have line management responsibility for other members of the executive team; (iv) work closely with the programme directors and actively contribute towards the annual planning process; (v) manage budgets; and (vi) contribute constructively to the professional services team and that of the wider department.

### Duties/Responsibilities

#### Knowledge and Experience

- To manage all aspects of the administration of three executive MSc programmes.
- Oversee the executive programmes via line management of the Executive MSc Programme Administrators.
- To manage the administration of LSE Health short courses in conjunction with LSE Enterprise.
- To maintain and develop the programme pages on the internet and School's virtual learning environment, as well as ensuring effective use of other internal and external IT systems.

#### Communication

- To provide prospective students with information, advice and guidance on all aspects of the programmes both orally and in writing.
- To develop and implement marketing and recruitment strategies to ensure that offer targets are met and that the programmes attract the highest quality applicants.
- To develop and implement communication strategies for maintaining contact with offer holders and current students.
- To manage and develop social media to enable and encourage communication between, for example, offer holders, current students and alumni; and to develop a high public profile for the programmes.
- To provide expert advice and guidance on LSE rules, regulations and administrative processes to students and colleagues.
- To prepare and maintain comprehensive manuals for all relevant administrative process



- To provide written reports for consideration by senior colleagues such as the Programme Directors, Department Manager and in the Finance Division.

### **Teamwork and Motivation**

- To have line management responsibility for other members of the executive team. Overseeing performance, career development and ensuring deliverables.
- To work closely with academic and professional services colleagues to ensure effective service delivery.
- To actively contribute to the team and the wider department, providing suggestions for improvement and development and participating in activities not necessarily linked to the executive programmes.
- To actively seek out personal and professional training and development opportunities.
- To participate constructively in team meetings, one-to-one meetings and wider departmental meetings.

### **Planning and Organising Resources**

- To plan, prioritise and organise own day-to-day work in accordance with deadlines and agreed objectives.
- To develop and manage administrative systems and processes to ensure the effective delivery of the programmes.
- To monitor admission numbers to ensure that offer targets are met but not exceeded.
- To develop teaching timetables in conjunction with the programme directors.
- To oversee the administration of all assessments, including preparation of assessment materials, collating marks and organising exam board meetings.
- To manage substantial programme budgets (of several hundred thousand pounds) including monitoring, planning and forecasting.
- To plan and organise guest lectures and social events for students
- To plan and manage information sessions for prospective applicants.
- To liaise with course teachers regarding the timely provision of reading lists and course materials.
- To appoint and pay guest teachers.

### **Initiative and Problem Solving**

- To work with limited supervision and use initiative and judgement to solve day-to-day issues with flexibility and timeliness, including using creativity to solve unprecedented problems where the solution is not immediately apparent.
- To be able to make constructive and authoritative recommendations on individual student cases or specific issues to the programme directors and other senior staff as required.

### **Liaison and Networking**

- To work closely with the programme directors and course teachers to ensure that their requirements and student expectations remain aligned at all times.
- To liaise with a variety of key personnel and departments across the School to ensure the effective delivery of the degree programmes.
- To represent the department and School at internal and external events.
- To actively contribute to internal and external networks to build links for the benefit of the programme and the Department.

### **Service Delivery**

- To maintain an outstanding level of attention to detail in all aspects of the role.



- To undertake a process of continuous improvement to ensure that processes remain as effective as possible and that the highest levels of service delivery are maintained at all times.

### **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.