



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Centre Manager

**Department/Division: LSE Health
Chair**

Accountable to: Centre Director and Centre

Competency	Criteria	E/D
Knowledge and Experience	Substantial management experience in a Higher Education environment	E
	Strong background of financial/complex budget management and planning	E
	Comprehensive staff management experience	E
	Experience of working in a research department	D
	Educated to Master Degree level or equivalent	D
Planning and Organising Resources	The ability to manage and oversee resources allocated to the Centre, including human, physical and financial	E
	The ability to organise and be responsible for the provision of support services to the Centre	E
	The ability to carry out planning on a long-term and strategic basis	E
Decision Making	Experience of autonomous decision making	E
	The ability to develop options and advise on precedent, principle and pragmatism	E
Initiative and Problem Solving	The ability to resolve problems when an immediate solution is not apparent	E
	The ability to deal with complex problems that could have significant repercussions on the Centre	E
Teamwork and Motivation	The ability to delegate effectively to other team members and agree clear objectives with those in the team	E



Service Delivery	The ability to set and maintain standards for Centre's support services	E
	The ability to assess needs to establish the best solution available	E
	Experience of ensuring compliance with legislation and internal and funders' regulation	E
Communication	The ability to explain complex information	E
	Excellent written and oral communication skills	E
	The ability to receive, understand and convey complex ideas e.g. report writing and data analysis	E
	The ability to communicate with people at all levels within the School	E
Liaison and Networking	The ability to initiate, build and lead internal networks to maintain relationships over time and establish new communication channels	E
	The ability to participate in networks both internally and externally	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.