



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: Centre Manager

**Department/Division: LSE Health
Chair**

**Accountable to: Centre Director and Centre
Chair**

Job Summary: LSE Health Centre Manager, plays a key and central role in the strategic development of the Centre and in ensuring the smooth day-to-day running of its activities and initiatives. The Manager works closely with the LSE Health Director and Centre Chair to ensure the effective management of resources and acts as the key interface between the Centre and academic and administrative staff across the School. The Manager also works closely with the Centre's various funding bodies before, during and after funding is received, ensuring that all activities and initiatives are well-coordinated, and taking a lead role in liaising with Principal Investigators for research projects, all other staff and funding bodies. In addition, the Manager acts as the line- manager for all Professional Services Staff within the Centre.

Duties and Responsibilities

KEY TASKS:

- To work closely with the Centre Director, Centre Chair and Deputy Directors (hereafter 'the Centre Directors'), to ensure the efficient management of human, financial and accommodation resources of the Centre.
- To take line-management responsibility for the Centre's Professional Services Staff, agreeing their objectives, appraising their performance and undertaking their performance development reviews.
- To research-related contracts and to develop close working relationships with academic and administrative colleagues at all levels within the School and different funding bodies.
- To know and to understand each sponsor's funding mechanisms, schemes, policies and standard terms, and to provide advice on contractual matters/funders' terms and conditions, and to liaise with funders and other third parties as required.
- To manage the day-to-day running of the Centre and the support services provided to academic and research staff, visitors and research students.
- To liaise closely with funding bodies for the Centre's work, ensuring that all research activities and initiatives are well-coordinated.
- To play a lead role in financial management and reporting of all projects, liaising with the Centre's Principal Investigators and other colleagues within the School, and with internal and external auditors.
- To assist the Centre Directors in developing and implementing short/medium/long-term



strategic and operational plans for the Centre's development.

- To proactively explore possibilities for further funding opportunities in liaison with the Centre Directors, both for the Centre as a whole and for individual researchers/research programmes.
- To support Centre staff in writing research funding applications, preparing the financial details of new proposals.
- To develop and maintain statistical and narrative records of all the Centre's research activities, and to ensure effective preparation and management of internal and external reviews.
- To ensure project outputs and deliverables reflect the contractual requirements for research projects and to advise the Centre Directors on progress and performance.
- To develop and implement performance measurement policy, including the development and maintenance of key performance indicators (KPIs) and the benchmarking of best practice against other similar units within LSE.
- To control all of the Centre's budgets and financial records on behalf of the Centre Director, including advising the Centre Directors and Principal Investigators on proposed/future expenditure and the setting up and maintenance of procedures to ensure the efficient administration of Centre expenditure in line with the School's financial management regulations.
- To manage the organisation of all the Centre's public events, including conferences, public lectures and seminars.
- To oversee the Centre's website, publications lists, and relevant contacts and distribution lists.
- To ensure effective internal liaison and communication, and to work closely with the various administrative units, in particular the Research Division, Human Resources, Communication and Conferences, Finance and Estates.
- To monitor and advise on any intellectual property rights issues that may arise in relation to the work and outputs of the Centre.
- To organise and service relevant Centre committees and meetings, and prepare agendas and minutes.
- To coordinate the Centre's various compliance obligations, such as Health and Safety, Data Protection, Freedom of Information, Equality, Employment Acts, and to maintain awareness of new legislation and changes to existing legislation that may impact on the financial management of the Centre, particularly relating to staff pay and conditions.
- To pro-actively develop and assist in the joint branding of events and publications of LSE Health and Social Care (the umbrella structure within which LSE Health is based).

COMMUNICATION

- To provide professional advice on regulations and procedures to the Centre Directors, staff, and colleagues and be the first point of contact for all queries in the Centre.
- To manage and ensure servicing of daily internal/ external queries and requests, and to coordinate communication between members of the Centre.
- To produce reports and planning documents as necessary Centres review reports
- To oversee the promotion of the Centre's research activities, Coordinate LSE HSC blog, produce LSE Health News Letter, oversee the contact database.
- To handle publicity for the Centre's events and programmes and other outreach activities, working with relevant parties in the School.



- To ensure that the Centre's website are well-managed by supporting the part-time administrative staff member
- To coordinate first and final drafts of reports to funders, and taking the lead in preparing submissions to internal School Committees.
- To coordinate communication regarding the School's various initiatives, policies, and procedures to the Centre.

LIAISON AND NETWORKING:

- To liaise with Centre staff to ensure that information is passed promptly to colleagues, disseminating information accurately and effectively in order to ensure the smooth running of the Centre.
- To liaise and build up contacts with partners and funding bodies and relevant associates or persons of interest to the Centre, regarding the Centre's activities and events.
- To liaise and build up contacts with members of the Centre, related centres and administrative and academic units across the School.
- To establish cooperation and make a positive contribution to School networks, including the Centre Managers' network.
- Membership and participation in relevant Committees, working groups and meetings within LSE

PLANNING AND ORGANISING RESOURCES:

- To plan and manage the Centre's personnel, financial resources and physical office accommodation in line with the School's policy and regulations.
 - To review draft agreements received from sponsors and propose changes, ensuring consistency and adherence to set standards, aiming to achieve the best possible terms.
 - To monitor resource arrangements and advise the Centre Directors of any potential future problems in this area, ensuring business continuity wherever possible.
 - To advise the Centre Directors and PIs on the recruitment of staff funded on recurrent or recharge sources, on level of funding, grading and length of contracts.
 - To liaise with HR on recruitment, extension and redundancy of employment contracts.
 - To plan and coordinate schedules of a range of high-profile events, and to ensure effective administrative support for the management of research programmes and related activities
- working closely with the centre's administrative assistants in this respect.
- To take lead responsibility for the implementation of strategic decisions made by the Centre's Management Group.
 - To take lead responsibility for the effective management of the Centre's funded research programmes.
 - To plan cyclical tasks, initiating improvements in the light of insights gained through monitoring, evaluating the effectiveness and efficiency of previous cycles, and prioritising a varied and demanding workload.
 - To coordinate the Annual Promotions, Career Development Reviews and meet the set deadlines.
 - Follow-up with mentors are regularly meeting with the mentees.
 - To prepare agenda and write minutes for the Centre steering committee

TEAMWORK AND MOTIVATION:



- To work closely with administrative staff Professional Services Team in the Centre to ensure the smooth running of the Centre, and to provide guidance and leadership as required.
To manage support staff in their areas of responsibility, ensuring continuing professional and personal development, through the annual appraisal and informal on-going reviews.
- To recruit and manage temporary staff to support the management of the Centre when necessary.
- To support the Centre Director on matters relating to academic staff and advising when appropriate, including assisting with HR related issues
- To take responsibility for the extension of staff contracts in consultation with the Centre Directors and Principal Investigators.
- To plan and manage events and supervise the event teams.

INITIATIVE AND PROBLEM SOLVING:

- To initiate and implement working procedures to ensure the smooth running of the Centre.
- To find positive solutions to day-to-day problems and contingencies.
- To be familiar with post-award administrative processes to facilitate pre-contractual negotiations/arrangements.
- To identify training needs and initiate activities to address those needs, liaising with relevant colleagues at LSE.
- To explore solutions to optimise the Centre's space allocation as staff numbers increase.

DECISION-MAKING:

- To take decisions on day-to-day elements of the Centre's activities, either with or without the Centre Directors as appropriate.
- To manage the Centre's expenditure and budgeting, efficient office systems, space allocation and organisation, and coordinate staff recruitment.
- To propose imaginative solutions to perceived problems.
- To advise the Centre Directors on the balance of Centre programmes and the resource implications thereof

SERVICE DELIVERY:

- To take overall responsibility for setting a high standard of administrative support, organising systems to ensure effective service delivery.
- Monitoring budget using LSE's financial recording system
- To review and develop support staff working practices and administrative procedures to ensure that academic staff and students receive a high-quality administrative service.
- To manage the Centre's visiting fellowships programme, including acting as the key contact point for all visiting fellows both before and during their visit to the Centre.
- To ensure any new tenders and requirements for services (including for self-employment consultants) are processed in line with EC and LSE regulations, including preparing tender specifications.
- To advise staff on LSE procedures in relation to staff matters.

PASTORAL CARE:

- Ability to give support and guidance where standard procedures do not always exist.



- Ability to judge when to refer individuals for professional help.
- Engaging with relevant members of LSE regarding Health and Safety matter

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.