



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: Faculty Affairs Manager

Department: Management

Accountable to: Head of Faculty Affairs

Duties/Responsibilities

Communication

- To manage Departmental academic and PSS recruitment providing support, appropriate and timely advice and guidance on Department and School procedures
- To contribute to the planning and development of recruitment strategies in conjunction with the Deputy HoD Faculty Development and Head of Faculty Affairs.
- To undertake independent data collection, research and/or benchmarking to inform and influence the recruitment strategy and to produce reports as and when required.

Teamwork and Motivation

- To line manage the Faculty Affairs Administrator. In addition to the allocation of work and monitoring of the service provided, this will include conducting regular staff performance reviews and agreeing training and development needs.
- To delegate work effectively, setting clear objectives and providing encouragement and motivation.
- To deputise for the Head of Faculty Affairs and lead on specific projects as appropriate.
- To take an active role in building a rapport with all staff across the Department with particular emphasis on faculty engagement
- To work effectively with other Departmental colleagues and colleagues within the School

Liaison and Networking

- To participate in networks internally () to keep channels of communication open and provide a helpful point of contact.
- To participate in networks externally – enabling good relations are maintained to ensure that individuals are consistently given a positive impression of the School
- To participate in Equality, Diversity and Inclusion efforts organised by the School and ensure Department policies address potential barriers for representation and progression
- Responsibility for liaising with the appropriate Divisions within the School to maintain and enhance the Department's physical environment
- Assisting Finance and Operations Manager and Head of Faculty Affairs with annual Academic Induction to Department.

Planning and Organising Resources

- To lead, plan and organise academic recruitment including appropriate annual recruitment cycles with the support of the Head of Faculty Affairs.
- To oversee the provision of logistical support for fly-back interviews and recruitment seminars.
- To plan and organise all arrangements for the Department's LSE Fellow recruitment including liaising with Human Resources and Faculty Group selection committees.
- To provide support and act as a focal point for PSS recruitment
- To support the annual Promotions and Review cycle for academic staff.



- To manage the Department academic sabbatical and leave records and process
- To oversee the mentor allocation process and update Salesforce records accordingly.
- To manage the annual Career Development Review process by liaising with HR and supporting the HoD and DHoD Faculty Development ensuring all meetings are scheduled and the necessary paperwork is completed and submitted.
- To assist in the maintenance of records on the tenure status of academic staff, including year Major Review passed
- To work with the Head of Faculty Affairs in updating the Departmental HR guides and ensuring that all HR related record keeping is up to date.
- To provide support to Department audits and reviews in the relevant area(s).
- To coordinate, monitor, and evaluate activities within Department-wide projects, including overseeing the work of the Faculty Affairs Coordinator
- To provide administrative support, including reimbursements and monitoring spending remains in budget for academic staff recruitment processes.
- To assist the Finance and Operations Manager in supporting the Department's visitors

Initiative and Problem Solving

- To take responsibility for a number of projects and their implementation in line with the priorities identified in the Department's recruitment strategy.
- To identify potential areas of development and improvement for faculty support and methods of implementation.
- To oversee the revision and maintenance of induction surveys for professional services staff, discussing issues raised and proposing recommendations and/or process improvements with the Head of Faculty Affairs and Department Manager

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.