



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: Research Partnerships Officer

Department/Division: PhD Academy
Accountable to: Research Partnerships Manager

Job Summary

LSE PhD Academy

The LSE PhD Academy was established as part of the LSE's commitment to invest in the social scientists of the future. The PhD Academy provides the LSE PhD community with the space and guidance to connect across cohorts and disciplines and contributes to the delivery of [LSE 2030 Strategy Priority 2: LSE Research for the World \(2.1: World-class research in the social sciences\)](#)

The PhD Academy is managed by an Academic Director who provides a strategic lead and is supported by a PhD Academy Manager who is the Professional Services lead.

The PhD Academy comprises three services: Research Degrees Management, Research Events & Communications and Research Council Partnerships.

Research Council Partnerships

UK Research and Innovation (UKRI) brings together the UK's seven Research Councils, Innovate UK and Research England to develop research training and innovation in the UK.

Research Council Partnerships co-ordinates the delivery of the LSE Economic and Social Research Council (ESRC) Doctoral Training Partnership (DTP) Grant. The ESRC DTP Grant funds ESRC studentships, training, financial support and fellowships, making a significant financial contribution to the LSE and the LSE PhD community. The LSE is also a partner member of an Arts & Humanities Research Council (AHRC) DTP, The London Arts & Humanities Partnership (LAHP).

The LSE Research Council Partnership service will also be supporting the recommissioning of the ESRC DTPs during 2022 to 2023, with studentships funded by the re-commissioned DTP commencing from October 2024.

Job Summary

The Research Council Partnerships service is staffed by a Research Partnerships Manager (RPM) and **Research Partnerships Officer (RPO)**.

- The post holder attends the DTP Management Committee which has responsibility for the delivery of ESRC DTP Grant activities.



- The RPO works with the Research Partnerships Manager (RPM) to ensure compliance with the UKRI's terms and conditions for training funding, and to co-ordinate the delivery of ESRC funded activities and the annual reporting cycle.
- The RPO post is responsible for the delivery of the DTP Postdoctoral Fellowship Scheme through management of the annual recruitment of ESRC Postdoctoral Fellows.
- The post holder will provide support to the RPM for the ESRC's DTP re-commissioning process
- The post holder will provide support to the wider PhD Academy team working on the service desk and the front desk as a first point of contact for research students

Duties and responsibilities of the role are given in greater detail in the list of duties below.

Duties and Responsibilities

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder.

In Respect of Research Partnerships Activity:

The post holder provides specialist high level administrative support to the LSE ESRC DTP Director and Research Partnerships Manager to support the management and development of DTP Grant requirements.

1. The post holder will be expected to refer to, interpret and advise on complex regulations, policies and strategies to internal and external stakeholders. The post holder will develop an up-to-date knowledge of UKRI/ESRC regulations to ensure compliance with DTP Grant contractual terms and conditions
2. The post postholder will have responsibility to service (& contribute to) DTP Management Committee meetings.
3. Provide logistical support and facilitate arrangements for Research Council monitoring visits.
4. Work with DTP Management Committee members to prepare and co-ordinate the Annual Report on ESRC Grant activities. Analyse ESRC Annual Report guidelines and updates to requirements, advising the LSE DTP Management Committee on changes to reporting requirements.
5. Work with the DTP Director, RPM and Financial Support Office (FSO) to support the re-commissioning of the DTP and other School bids for new or renewed funding including being aware of key documents and guidance, supporting the development of policies, proof-reading the bid content, and supporting the gathering of information required from other professional services across the School and from Academic Departments.
6. Contribute to the design of administrative processes and, with the RPM maintain a calendar of tasks and deadlines. Brief and train colleagues on these to ensure ongoing business continuity.
7. The postholder will use a continual improvement approach to tasks, incorporating the review and reflection of processes and procedures.

The post holder will work with the Research Partnerships Manager to support the delivery of the DTP Grant requirements through the development of the DTP researcher opportunities:

8. With the RPM, plan, produce and deliver the schedule of DTP annual events. Work with the RPM,



the PhD Academy Events and Communications Team and external partners to promote events, ensure that relevant students and speakers are invited, and manage logistical arrangements.

9. Support the development of new initiatives within the LSE DTP and joint initiatives with other DTPs. Manage and deliver logistical and other arrangements for the organisation of conferences, seminars and other activities as required.
10. Review and promote opportunities for students, such as the ESRC Celebrating Impact competition including producing targeted communications to different audiences. Liaise and co-ordinate with professional services across the School to ensure that high quality applications are submitted with DTP Director endorsement to the ESRC deadline.
11. Manage the annual UKRI Research Fish data collection process from DTP students and report on outcomes, outputs and impacts of UKRI funded research. The post holder will be responsible for systems to manage the process from initial DTP communications and promotion, answering queries, tracking and chasing non-respondents, advising students on accurate submissions, through to the completion of the process with high response rate to the UKRI.
12. Ensuring that DTP communications are compliant with UKRI Guidelines and best practice and liaising with the PhD Academy Events and Communications Manager and Officer to ensure DTP communications are consistent in format and style with other PhD Academy communications. Manage contact lists of DTP students and Postdoctoral Fellows. Monitor webpages and communications across the ESRC DTP Network and other related external websites and advise the RPM on any relevant developments and opportunities.

The post holder has responsibility to co-ordinate processes to support the recruitment and selection of ESRC funded Post-Doctoral Fellows:

13. The post holder will identify and build excellent working relationships with internal colleagues from Human Resources, Academic Departments and Research & Innovation Teams to agree timelines and responsibilities well in advance of deadlines.
14. Provide expert advice on ESRC policies and guidance and respond to queries from potential applicants, offer holders and internal colleagues.
15. Support the Assessment Panel which selects and ranks successful applications; from the compilation and circulation of the documents that form each application, servicing the annual meeting and producing an accurate record of the panel ranking list.
16. Manage the collation, storage, analysis and reporting on data particularly in relation to the progress of applications at different stages of the recruitment process, including demographic data.

In Respect of PhD Academy Activity:

The post holder is expected to work closely with Research Degree Management and Events and Communications Officers to support all LSE PhD students through the PhD Cycle from Registration to Examination:

17. Provide support across the range of PhD Academy activity including working on service desk, advising students on standard queries and supporting administrative procedures for PhD enrolments, registration and exams.
18. Use a variety of IT systems including SITs, Salesforce, HR e-recruitment and One Finance



System. Processing of financial transactions, including invoices, expense claims and purchases in accordance with LSE financial procedures. Provide support in managing data and record keeping in accordance with PhD Academy, LSE, and external statutory requirements.

19. Provide support in servicing team meetings and away days including organising, planning and logistics. Share responsibility for the monitoring, ordering and storage of stationery and office resources.
20. Deputise for the Research Partnerships Manager as required.

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.