



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definite 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:** Professor in Practice

**Department/Division:** School of Public Policy

**Accountable to:** Dean of the School of Public Policy (Head of Department)

### Responsibilities / Duties

The Professor in Practice will play a key role in providing linkages for students between the theoretical and conceptual knowledge of policy-making and the practical application of tools, based on his/her professional experience. S/he will enhance the School's reputation for excellence in teaching, public engagement and research. S/he will have a significant track record of senior professional experience in business and/or public affairs; an extensive network of contacts and a preparedness to leverage such contacts in the interests of the LSE; excellent presentational skills; a commitment to education; an appreciation of the methodology of project work and case studies, and the ability to relate to and to enthuse both graduate and under-graduate students.

### Teaching

- To develop innovative and attractive courses for SPP students as required by the Dean and by the Academic Director; to shape and influence curriculum development, to innovate in teaching practice; to contribute to the review of courses in accordance with departmental strategy
- To write proposals for approval by the Department Teaching Committee and Graduate Studies Sub-Committee including for new taught courses
- To make a significant contribution to the scholarship and intellectual life of the School by delivering high quality teaching which will enhance the School's high reputation
- To supervise students on MPA capstone projects as requested
- To act as Course Convenor for the taught courses on which s/he teaches
- To act as Academic Mentor for a standard allocation of SPP students, providing general guidance and support to students in their studies and supervising their dissertations and policy papers (where appropriate)
- To deal with arising issues from academic mentor-mentee relationships once session has commenced
- To hold weekly office hours during term-time and to identify learning needs of students and define appropriate learning objectives
- To ensure that assessment materials for the courses on which they are convenor are produced on-time and are error-free



- To take responsibility for the quality of teaching delivered and as necessary seek further training, guidance and skills development, where relevant
- To provide insight into the development of new academic degree programmes or modifying existing degree programmes offered by the School of Public Policy
- Supervising junior colleagues teaching the seminars/classes for a course, including organising and delegating work such as marking allocations
- To meet with, and oversee the progress of, underperforming students on the courses for which the post-holder is Course Convenor
- To contribute to and monitor the enhancement of quality in teaching within the department and ensuring that teaching delivery across the department is consistent with best practice

### **Scholarship**

- To engage in subject, professional and pedagogy research as required to support teaching activities
- To extend, transform and apply knowledge acquired from external activities to teaching
- To identify sources of funding and contribute to the process of securing funds for scholarly activities.

### **Activities relating to the development and enhancement of the department's activities**

- To play a lead role in new initiatives, e.g. sharing ideas and experience through organising seminars and workshops, both nationally and at international conferences (as appropriate)
- To leverage existing contacts for the benefits of the department in terms of speakers for public and closed-door events, for guest lecturers on taught courses, for student employment including internships and for research and scholarship broadly defined
- To identify and foster prospective Capstone project clients
- To assist students in thinking about employment prospects and develop the student/employer interface
- At the request of the Dean, to engage with prospective leads for philanthropy, as part of an agreed strategy of engagement
- To support strategic management development in the School as required.
- To play a constructive role in the life of the School of Public Policy and in LSE overall – through attendance at meetings, membership of committees, etc
- To engage with external institutions, organisations and the wider community to support strategic objectives for research and teaching

### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

### **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.