



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: LSE Fellow in Management

Human Resource Management, Employment Relations (Ref. 79131)

Managerial Economics and Strategy (Ref. 79132)

Information Systems (Ref. 79128)

Marketing (Ref. 79126)

Organisational Behaviour (Ref. 79102)

Department: Department of Management

Accountable to: Head of Department

Job Summary:

The LSE Fellow in Management is a temporary position based within the [Department of Management](#) and is a Band 6 post.

The post holder is responsible to the Director of the School via the Head of Department, who relies on the Professors and other senior staff with the Department to advise him or her.

Responsibilities / Duties

1. Contributing to the educational and research mission of the School and department by intellectual engagement with academic colleagues and students, including by participating in departmental seminars and being regularly present throughout the work week during term-time.
2. Developing a research programme and publication record e.g. through publication(s) arising from the PhD or from post-doctoral research.
3. Supervising, teaching and examining undergraduate and masters level students through lectures, seminars, classes, course work, and tutorials as determined by the Academic Planning Manager and Head of Department.
4. Holding regular, publicised office hours during term time (at least 2 hours per week).
5. Marking practice essays, assessed essays, and exam papers during the academic year; completing student reports, and marking dissertations.
6. Participating in department and teaching meetings with academics and administrators, and demonstrating the ability and willingness to work as part of a team in assisting with the smooth



running of the department.

7. Identifying learning needs of students and defining appropriate learning objectives.
8. Managing own teaching administration (for example class preparation and marking), with guidance as required.
9. Acting as academic adviser and providing pastoral care.
10. Supervising tutees for their end of year dissertation, participating in dissertation workshops throughout the year and referring supervisees to expert advisors where appropriate.
11. Undertaking examination-related duties, such as invigilation, proof-reading exam papers and script marking, as required.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

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.

Equality and Diversity

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

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.