



## 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:** Access and Participation Plan Project Manager

**Department/Division:** Widening Participation - Academic Registrar's Division (ARD)

**Accountable to:** Head of Widening Participation

### Job Summary:

LSE was founded to know the causes of things and for the betterment of society. It remains committed to those founding principles and continues to widen access to and participation in higher education in general, and to LSE ('the School') specifically.

The role-holder will be crucial in the development, delivery and monitoring/evaluation of the School's Access and Participation Plan (APP) with the Office for Students (OfS), coordinating and supporting a range of programmes, activities and initiatives across the School that lead towards greater equality of opportunity for students.

The role-holder will work with colleagues across the School to develop action plans to deliver on strategic objectives within the LSE2030 strategy and lead on specific discrete projects related to access and participation for students from under-represented groups. This is a varied and influential role, involving the project management of key strategic priorities, acting as Secretary to the School-wide APP Steering Group and ensuring that all internal governance and external regulatory requirements are met.

The role-holder will report to the Head of Widening Participation and will be based within the Widening Participation (WP) team. However, as the APP is a cross-School strategic priority, the role-holder will be expected to work independently and build strong relationships and networks with staff from professional services divisions and academic departments, as well as the student body.

### Duties/Responsibilities

#### APP management and coordination of delivery

- a. Manage the development and updating of the School's Access and Participation Plan, working closely with the Head of Widening Participation, Pro-Director, Education and the APP Steering Group. This will include defining outcomes and success criteria, identifying required resourcing, risk management and ensuring that monitoring and evaluation frameworks are in place.
- b. Work with APP workstream leads to develop and maintain workstream action plans, to deliver on agreed APP outcomes. This will include working with relevant LSE2030 Educate for Global Impact programmes and projects.
- c. Be the key point of contact with colleagues in the Finance Division to support the modelling and planning of financial information related to the APP
- d. Develop and maintain mechanisms for tracking progress across the School towards all APP outcomes and agreed qualitative and quantitative targets.



- e. Work with colleagues across the School to ensure that workstream action plans are delivered as specified, within timescales and to budget.
- f. Ensure active management of risks relating to the APP, including regular risk register reviews.
- g. Represent APP work at relevant internal and external meetings and events, as appropriate.

#### **APP committee management and internal governance**

- a. Manage the business of the APP Steering Group, providing professional secretarial support and working proactively with the Chair.
- b. Manage the business of the APP Evaluation and Monitoring Sub-Group, providing professional secretarial support and working proactively with the Chair.
- c. Work with colleagues on the APP Evaluation and Monitoring Sub-Group to ensure that the APP monitoring and evaluation annual calendar is regularly reviewed and that key data analysis and insights are produced to inform APP development, monitoring and reporting.
- d. Provide governance support to the APP Steering Group and APP Evaluation and Monitoring Sub-Group including: maintaining the schedule of business; ensuring terms of reference are fit for purpose; overseeing membership; providing briefings for new members; managing agendas and meetings, ensuring papers are compiled and distributed in good time; preparing Chair's briefings; writing minutes and reports; communicating meeting outcomes in a timely fashion; following up actions arising and liaising with other committee secretaries as appropriate.
- e. With support from the Head of Widening Participation, prepare timely and relevant formal papers regarding the APP to internal committees, including but not limited to: Education Committee, School Management Committee, Audit Committee and Council.

#### **APP communications and stakeholder engagement**

- a. With colleagues, design and implement a communication and engagement plan to raise awareness of the access and participation across the School and externally.
- b. Develop and maintain positive working relationships with key internal stakeholders responsible for delivering the APP, considering opportunities for collaboration and sharing of best practice.
- c. With the Pro-Director Education, ensure that key stakeholders such as academic heads of department and professional service leaders are provided with the necessary direction and support to contribute to the delivery of the APP where relevant
- d. Work with colleagues and student representatives to ensure current LSE students are actively involved in the design, development, implementation, and evaluation of the APP.
- e. Act as a key source of specialist knowledge on access and participation for colleagues across LSE, including leading briefings and trainings.
- f. Provide advice and recommendations to colleagues to enable the School to effectively respond to key regulatory requirements and strategic developments relating to access and participation.
- g. Represent APP work on internal working groups and committees as appropriate, for example the Teaching Excellence Framework Steering Group, or Race Equity Steering Group

#### **APP external reporting and regulatory requirements**

- a. Keep up to date with policy developments, regulatory changes and research relating to access and participation, interpret these for the LSE context and brief relevant committees and internal colleagues as appropriate.
- b. Provide advice to colleagues on the APP Steering Group to enable the School to effectively respond to key regulatory requirements and strategic developments in the sector.
- c. Work closely with APP workstream leads and other colleagues to coordinate prepare and present for approval all statutory reporting to OfS in relation to the APP.
- d. Be the key point of contact with colleagues in the Finance Division to support the completion of all financial planning, monitoring and reporting relating to the APP, providing technical advice on policies and regulations relating to APP expenditure to ensure effective and appropriate targeting of resource and investment to achieve APP outcomes.
- e. Ensure the School's ongoing compliance with OfS regulatory requirements relating to access and participation and escalate issues/risks as needed, including completion of statutory returns and publishing information on the LSE website.



- f. Represent LSE at meetings with key external stakeholders, and at local and national events and conferences relating to access and participation policy and/or regulation, deputising for the Head of WP or Director of Recruitment and Admissions on occasion.

**Project management of allocated key APP strategic priorities**

- a. Lead the development and delivery of key cross-School APP projects, convening task and finish groups as needed to proactively addressing issues with colleagues across the School.

Other comparable duties as may be required by the Head of Widening Participation or Director of Recruitment and Admissions.

**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.