



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 and KEI Manager

Department: Law

Accountable to: Department Manager (Strategy and Resources)

Job Summary

To take lead administrative responsibility for the Department's research, public engagement, and knowledge exchange and impact (KEI) activities. To support the Department's submission to the Research Excellence Framework (REF). To provide support to academics applying for research funding, including: advising on the resource impact for the Department, and facilitating meetings between staff to develop research bids. To have line management responsibilities and contribute towards the smooth running and development of the Department's administrative provision.

Competency

Service delivery

- To foster knowledge exchange between the Research Division and faculty with the view of increasing the number of applications for external research grants and the success rate of applications.
- To manage all departmental research funds and grants, including liaising regularly with the Research Division, and report regularly to the Department Manager (Strategy and Resources) and other colleagues on expenditures.
- To provide administrative support related to recruitment exercises associated with grants.
- To develop strategies for increasing the impact of research in co-operation with the Head of the Department, Director of Research, the Departmental Research Committee, grant holders, and the LSE Research Division, and for recording and monitoring key metrics.
- To provide administrative support to the planning and returning of Department REF submissions.
- To monitor and initiate the presentation of Departmental research on the Law Department website, LSE Staff news and other publications, in liaison with the Department's Web Officer.
- To increase the visibility of Departmental research activities through regularly updating School information relating to academic staff and their research activities.
- To understand sufficiently the School and Departmental context in order proactively to identify and progress other activities commensurate with Band 6 responsibilities and in response to evolving Departmental needs.

Teamwork and motivation

- To manage administrative staff, including:
 - Conducting regular career development review meetings, in order to review progress, set



- goals and ensure continuing professional and personal development.
- Conducting regular team meetings with administrative staff to ensure effective and efficient service delivery and a strong sense of collegiality.
- Motivating staff to: deliver excellent services, participate in decision-making and be innovative in their particular areas of responsibility.
- Supporting staff in delivering innovations in their areas of responsibility.
- Dealing promptly with any issues of concern, referring them on to more senior managers if necessary.
- Adhering to School policies in relation to annual leave, reporting sickness absence etc.
- To foster a collegial atmosphere between departmental colleagues at all levels and in all staff groups.
- To contribute actively and positively to the effectiveness of the Professional Services Team and to engage with the Department's strategic objectives.

Planning and organising

- To oversee the planning process for the Department's research and KEI activities, including:
 - Overseeing the Department's research activities and grants, and making resource-related recommendations on the basis of the space required in the Department.
 - Communicating clearly with academic and administrative staff regarding forthcoming deadlines.
 - Taking into account initiatives and directives from the School, specifically those that concern Knowledge, Exchange and Impact.
 - Overseeing the Department's Open Access responsibilities.
 - Holding regular meetings between the Department's research and communications team, to discuss workload planning.
 - In conjunction with the LSE Research Division, to develop effective mechanisms for recording Departmental KEI data.
 - Overseeing the administration of the Department's public events programme, and programme of research seminars and fora.
 - Overseeing the Department's publications, including the annual newsletter, *Ratio*, in co-operation with the Director of Communications.
- To manage the Department's internal research funds, and the Research Infrastructure Investment Fund, and the competitive process in place for applying for such funding.
- To contribute to reports to the School on matters concerning research funding and KEI.

Communication

- To organise, service and minute Research Committee meetings.
- To liaise with the School's Research and Projects Development Division, external funding bodies, and other external research partners (other universities, companies, etc).
- To review the internal guidance issued to academic staff on research and KEI, liaising with relevant School divisions as required.
- To take lead responsibility for all communications emanating from the research and communications team, to ensure clarity, concision and accuracy.

Analysis and Research

- To monitor information relating to possible sources of funding relevant to the research areas of staff.
- To understand information relating to specific calls for proposals and ensuring that research staff



considering such applications are aware of all the requirements, eligibility criteria, etc (and liaising with Research Division and the funding bodies where any queries relating to these arise).

Initiative and problem solving

- To take responsibility – in conjunction with colleagues – for implementing School policies and systems, and for responding to information and guidance provided at School level.
- To feed into such policies and systems by proactively reviewing their effectiveness.
- To take responsibility for implementing and reviewing research and communications-related initiatives, involving the Department Managers and other colleagues as necessary.

Liaison and networking

- To liaise with the Research Division regarding central initiatives and database systems that may be developed.
- To engage with areas of the School that will support the implementation of new processes or guidance, with particular reference to supporting research awards, and developing KEI activities.

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.