



## 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:** CPEC Deputy Centre Manager

**Department/Division:** Care Policy and Evaluation Centre  
**Accountable to:** CPEC Centre Manager

### Job Summary

The Care Policy and Evaluation Centre (CPEC) is an internationally recognised research centre with over 26 years of experience at the LSE. Directed by Dr Jose-Luis Fernandez, CPEC carries out high-quality research particularly in the areas of long-term care and mental health economics and policy and other health issues - across the life course – funded through research grants from a range of UK and international research funders. We place significant emphasis on impact from our research to support improvements in social and health care, and thereby improve lives.

The opportunity has arisen for a highly motivated individual to join the Centre as a **Deputy Centre Manager**, with a particular focus on research operations, and:

- provide project management support to ongoing and new research awards;
- coordinate the work across the Centre's research projects and activities;
- support and facilitate the development of new research proposals;
- work closely with project leads to identify and meet research project needs;
- contribute to the development of the Centre's research strategy, and
- where required, deputise for the Centre Manager.

You will work closely with the Centre Manager and Centre Director to increase the profile of the Centre's research activities and projects.

### Duties and Responsibilities

Working with the Centre Manager, the role will include varied responsibilities to support Centre staff and research activities.

Your role will focus on support for research projects and programmes within the Centre. You will work with the Centre's professional services team as needed to meet the needs of the Centre's research activities.

You will be expected to lead and contribute to the following activities.

#### Research support and project management

*Centre-level*



- Manage onboarding processes for new grants and awards, including reviewing requirements for staff recruitment, data and ethics processes, and ongoing administrative support needs;
- Oversee research compliance with research ethics, governance and data management processes;
- Facilitate research project-specific research exchanges, placements and conferences;
- Provide advice and support for the Centre's research programmes, units and groups where needed;
- Ensure all research-based outputs and activities are recorded through Centre and LSE processes;
- Support the Centre Manager in the financial management of research projects, invoices and expenses, in line with LSE and funder financial regulations and monitoring research project budgets.

#### *Project-level*

- Support Principal Investigators with coordination and management of research projects, including monitoring project progress against milestones and deliverables, assisting in the compilation and submission of progress and final reports, and working closely with the professional services team to ensure smooth operational management of the Centre's grants and awards;
- Provide administrative support to research projects when required, for instance organising meetings and workshops (arranging room booking, catering, accommodation, travel etc), processing expenses, supporting public involvement activities and payments, supporting fieldwork arrangements;
- Work with project teams to identify opportunities for impact and commercial benefit;
- Ensure compliance with School and external research policy and procedures.

The support required will vary depending on the nature of the projects and the Principal Investigator.

#### **Management of administrative functions**

- Support the Centre Manager with management of the Centre's operations including by: overseeing business continuity planning, risk management and procurement processes; supporting financial processes; supporting recruitment of research staff and hourly-paid research assistants; and supporting implementation and regular review of professional operational services.

#### **Strategic research development**

- Support Centre colleagues to develop strategies for increasing external research income in co-operation with the Centre Director and Manager;
- Identify opportunities for consultancy and/or other funding;
- Assist with the implementation of new research initiatives;
- Contribute to management reports on research activity in the Centre;
- Represent the Centre at School-wide and external fora related to research as appropriate.

#### **Development of proposals**

- Identify opportunities and work with Centre colleagues to develop funding proposals;
- Support the development, writing and submission of research funding proposals, and working with the Centre Manager to finalise proposals for submission in good time and in compliance with Centre and LSE procedures;
- Identify training and guidance needs for Centre researchers;
- Understand and advise researchers on requirements, eligibility criteria, etc of funding calls.

#### **Teamwork**

- Contribute to the delivery of a high-standard of service by the Centre's professional services team;



- Support the professional services team with ad-hoc support needs;
- Supervise and line-manage professional services colleagues supporting research projects;
- Participate constructively in Centre and professional services team meetings.

#### **Deputising for Centre Manager**

- Deputise for the Centre Manager as required, such as during leave absences;
- Participate in relevant meetings and discussions as requested.

#### **General**

You will be expected to:

- Maintain an outstanding level of attention to detail in all aspects of the role;
- Plan, prioritise and organise own work in accordance with agreed deadlines and objectives;
- Proactively engage in continuous review and improvement, ensuring that processes remain as effective as possible and that the highest levels of service delivery are maintained at all times;
- Take a proactive approach towards personal and professional training and development;
- Support other activities within CPEC as required, and carry out tasks and activities related to the position as requested by the Centre Manager.

#### **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.