



## 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:** Department Manager

**Department:** Department of Gender Studies

**Accountable to:** Head of Department

### Job Summary

The post holder is the most senior member of the Department's professional services team and a member of the Departmental Management Team. Key responsibilities include i) having overall responsibility for the provision of an outstanding administrative service to the Department's students and staff; ii) working closely with the Head of Department on a wide range of operational matters; iii) ensuring the effective management of the Department's human, financial and physical resources; and iv) playing a key role in the strategic development of the Department.

### Duties and Responsibilities

#### Planning and Organising Resources

- To manage the Department's financial resources in line with School regulations, including reviewing expenditure and providing projections of future resource needs.
- To manage the Department's physical space, working closely with the Estates Division and advising the Head of Department on strategic needs.
- To plan and monitor the Department's teaching activity, working closely with the Departmental Management Team to manage teaching loads throughout the year, identifying potential staffing issues and making adjustments in response to student demand and staffing changes.
- To work closely with the Head of Department on recruitment campaigns for academic and professional services staff.
- To maintain oversight of student admissions, liaising with colleagues in the Department and across the School as required.

#### Service Delivery

- To work closely with the Head of Department in the development and implementation of administrative policies and practices.
- To oversee the delivery of programmes and projects within the Department, ensuring that all activities are delivered on schedule, to budget and according to specification.
- To oversee the provision of Departmental research grant support.
- To manage high-level pastoral care student cases.
- To service Departmental committees where appropriate.
- To develop and maintain an in depth understanding of relevant LSE systems, processes and regulations and how they relate to Departmental operations.
- To advocate an ethos of continuous improvement, reviewing and developing working practices, systems and procedures on an ongoing basis.



### **Communication**

- To act as the key interface between the Department and a wide range of academic, research and professional services staff across the School.
- To make a proactive contribution to a range of Department and School committees, working groups etc.
- To provide management information to Departmental and School staff.
- To oversee the production of Departmental materials, including student handbooks.

### **Teamwork and Motivation**

- To have overall management responsibility for the professional services team, providing leadership, support and motivation to ensure the highest standards of service delivery.
- To support the Head of Department on matters relating to academic staff, for example promotion, review and Human Resources issues.
- To foster a collegial atmosphere within the Department.

### **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.