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: PhD and Teaching Programmes Manager

Department/Division: Statistics

Accountable to: Deputy Department Manager for Teaching and Programme Delivery

Job Summary

To proactively manage the planning and delivery of the research degree programme in the Department of Statistics from admission to graduation, working closely with the Doctoral Programme Director to ensure the effective and smooth running of the programme. The post holder will also contribute to the strategic development and direction of the PhD programme working with the Deputy Department Manager for Teaching and Programme Delivery, Doctoral Programme Director, and Deputy Head of Department for Education. The post holder will also manage class and seminar teaching for the Department. The Department of Statistics has a large pool of Graduate Teaching Assistants (PhD students) and Guest Teachers who support our class and seminar teaching, and the post-holder is responsible for recruiting, appointing, allocating and managing all part-time teachers, and working with the academic teaching coordinator to ensure that courses are fully covered, and part-time teachers are supported. The post holder also contributes to department decision making as an active member of the Departmental Teaching and Research Committees.

Duties and Responsibilities

Communication

- First point of contact for all queries related to the PhD programme and class/seminar teaching in the Department.
- Taking responsibility for the appearance and content of the MPhil/PhD programme pages on the Department's website, ensuring that material is current and accurate.
- Overseeing the annual revision of our Teaching Essentials handbook for part-time teachers in statistics, liaising with academic and professional services colleagues in the School to create engaging, helpful guidance.
- Taking responsibility for the MPhil/PhD prospectus, handbook, moodle programme page, brochures and entry on the School Calendar
- Ensuring that MPhil/PhD noticeboards are kept up-to-date and that important information related to the PhD programme and class/seminar teaching is distributed in the most appropriate format, delegating to the Office Assistant and Programmes Administrator where appropriate.
- Producing high quality, written documentation to a publishable standard for the PhD programme and part-time teaching pages of the Department's website, brochures and other publication material.
- Liaising closely with the School's Timetables team to assign teachers to seminars and classes, acting as the main point of contact for Timetables staff.

- Advertising our class and seminar teaching vacancies internally and occasionally, externally.

Planning and Organisation

- Managing own workload with minimal supervision and taking responsibility for advising academic colleagues of upcoming deadlines to ensure work is completed on time.
- Managing the Department's expanding MPhil/PhD programme and forward planning of the annual cycle of tasks and processes which underpin the programme.
- Developing and maintaining departmental records and databases related to the MPhil/PhD programme and class teaching in the Department.
- Managing the admissions processes for the MPhil/PhD programme and visiting research students, including logging and tracking applications, arranging interviews, meeting with prospective students, disseminating advice and guidance to potential applicants, and liaising closely with the Graduate Admissions Office and PhD Academy.
- Managing the annual updating of programme regulations and course guides for the MPhil/PhD programme
- Co-ordinating the MPhil/PhD induction process, including organising the departmental orientation session; dealing with any associated administration involved in Welcome Week and liaising with The PhD Academy regarding any registration queries.
- Taking overall responsibility for the office accommodation for MPhil/PhD students in the Department and advising the Office Assistant on managing this as necessary
- Organising and promoting the annual research student presentation events and poster series
- Taking the lead in organising the London Graduate School of Mathematical Finance PhD Day
- Organising and promoting the PhD programme open day events in the Department
- Managing the class teaching programme in the Department, directing potential teachers to the Teaching Coordinator for interview, assigning teachers to classes/seminars, ensuring that courses are fully supported by class/seminar groups, identifying gaps in teaching, and advising course convenors and Timetables.
- Planning class teacher observations for all new part-time teachers.

Service Delivery

- Providing high quality guidance and management support to internal and external stakeholders, particularly related to the MPhil/PhD programme and class/seminar teaching programme.
- Delivering a comprehensive statistics class and seminar teaching programme to the School
- Organizing and helping to deliver an annual induction to returning and new class teachers and feedback sessions to help and support teachers throughout the year.
- Supporting the Teaching Coordinator in arranging annual career development meetings for permanent Guest Teachers
- Preparing teaching contracts for the Department's cohort of part-time teachers in the summer and winter breaks, checking that teachers have completed necessary checks with HR and understand the responsibilities of their role.
- Preparing overtime claims and casual claims for all overtime done by part-time teachers, including examination marking, additional classes, specialist classes and administration duties and submitting these to Payroll for timely payment.
- Overseeing the Department's nominations for the School's Class Teacher Awards, liaising with Eden, the Teaching Coordinator and the Research & Finance Manager to ensure our nominations are carried out in a fair, transparent way and communicated to the Department and School and that the award payment is arranged.
- Facilitating the Department's scholarships panel and preparing scholarship nominations to meet the Financial Support Office deadlines.
- To manage budgets for items related to the PhD programme and research students, eg. ESRC

RSTG and the PhD Support Fund, in collaboration with the Research & Finance Manager
- Organising PhD Vivas and liaising with supervisors, examiners, and the PhD Academy for PhD candidates. Coordinating the annual progress review process for research students
- Servicing the MPhil/PhD staff-student liaison committee meetings and other departmental committees as required, including scheduling meetings, preparing minutes and following up on action points/proposals put forward at those meetings
- Organising social events (e.g, end of term dinners) for PhD students and part-time teachers.

Initiative and Problem Solving

- Contributing to the development and delivery of initiatives designed to enhance the student experience, including: improvements to study space, careers related events and social activities, monitoring the effectiveness of these and using feedback to guide the design of future events
- Advising students and the Doctoral Programme Director on issues related to scholarships, examinations and other issues, or directing them to the relevant central department as necessary
- Exercising initiative in dealing with student related matters, advising colleagues and students on School regulations, codes of practice and departmental policy and, when necessary, understanding when issues should be referred to other divisions or services within the School for further guidance or action.
- Anticipating problems as far as possible and responding creatively in devising and acting on appropriate solutions

Liaison and Networking

- Liaising with key contacts related to the PhD programme, including, but not restricted to: PhD Academy, Graduate Admissions, Financial Support Office, and Careers
- Liaising with key contacts related to the Department's teaching programme, including but not restricted to: Timetables, Eden, LSE LIFE, Finance and HR
- Keeping informed about changes in School policy particularly in relation to the PhD programme and staff recruitment
- Linking with departmental colleagues in the School and externally to advertise part-time teaching opportunities

Analysis and Research

- Managing research studentship scholarships and funding: Advising the Head of Department on funding opportunities and regulations and criteria related to these.
- Managing the funding processes for MPhil/PhD applicants and monitoring student performance and contribution in line with funding guidelines, advising the Doctoral Programme Director for resolution where criteria are not met.
- Monitoring and predicting expenditure on class teaching, meeting regularly with the Department Manager and School's Financial Planning and Analysis Manager to agree teaching costs

Team Development

- 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.
- Providing training to colleagues, including the Programmes Administrators, on procedures related to managing the MPhil/PhD programme in order that business continuity is assured in times of absence, e.g. holiday.

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.