



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: School Manager

Department/Division: School of Public Policy (SPP) **Accountable to:** Dean (Head of Department)

Job Summary

Within the School of Public Policy, the Executive Director and Department Manager is a key post with broad responsibility for the development of strategy and plans and their integration into operations. The role also provides oversight of operational delivery across education, research and external policy and public engagement.

The post-holder will work in close partnership with the Dean and the Academic Director, and across our community of faculty and students, to:

- Develop strategy and objectives for the further development of the SPP in pursuit of its mission
- Develop operational plans for the realisation of new initiatives in respect of its teaching, policy engagement and internal and external collaborations
- Lead the effective and efficient deployment of the department's resources to achieve agreed-upon aims and objectives, with particular regard to the academic staff teaching plan and budget
- Provide co-ordination and clarity to ensure the activities of the SPP are aligned towards excellence in the student experience
- Develop policies and practices to promote smooth and equitable operations in the department
- Lead the SPP's professional services staff

Duties and Responsibilities

Strategy and Planning

- To contribute to the ongoing development of the School of Public Policy's strategic objectives, managing a range of projects for their realisation
- To identify opportunities and to develop proposals for the School of Public Policy to expand its activities in respect of postgraduate teaching excellence, policy engagement, policy-maker convening, executive education and financial aid
- To contribute to plans for extended education development (including online certificates, short courses, and bespoke extended education offerings) with particular regard to their impact on strategy delivery, financial sustainability and the prioritisation of academic staff resources
- To facilitate the integration of new initiatives into the department's operations



- To work with the Dean and with colleagues in LSE's Philanthropy and Global Engagement (PAGE) team to develop a strategy and operational approach for engaging appropriate philanthropic support from high net-worth individuals and foundations
- To work with the Head of Programme Delivery on academic staff teaching plans
- To identify and drive progress in expanding the high-calibre internal and external partnerships of the School of Public Policy
- To take lead responsibility in drafting the annual monitoring return for the department, and similar strategic and operational reporting documents

Budgeting and financial management

- To contribute to the design and implementation of the SPP's overall financial strategy.
- To manage the SPP's Cash Staff Budget (CSB), outside funds and department allocations
- To set budgets for activities that enhance the student experience (premium fee allocation) in consultation with Programme Directors, Academic Director and Head of Programme Delivery
- Working with the Executive Programmes Manager, to oversee the budgeting, forecasting and financial out-turn for executive master's degrees in line with established surplus targets
- To keep under review the effectiveness of expenditure in meeting strategic objectives
- To approve expenditure in line with financial limits and segregation of duties
- To draft proposals for increased funding to the department as required to support departmental ambitions and to deliver strategic objectives

Teaching Delivery and Student Liaison

- Working through the Head of Programme Delivery, to oversee:
 - the allocation of professional and academic staff resources to teaching delivery, including extra-curricular learning and experiential opportunities, in line with the direction of the Academic Director
 - the delivery of a student experience commensurate with a premium fee environment
 - the aggregation of the ideas and requests of programme directors into a teaching delivery plan
 - the delivery of a coherent and varied student experience programme, including being the lead contact for the Global Public Policy Network and Turner MIINT
 - the planning of elected student representatives in the Association of Public Policy Students (APPS)

Operations Management

- Working through the Head of Projects and Operations, to oversee:
 - the financial and operational aspects of research grants and contracts, ensuring strategic fit and sound financial planning
 - the process of nominating visiting academics to the SPP
 - the prioritisation and allocation space and other physical infrastructure
 - the effective and timely governance of the SPP and its constituent of Departmental Research Units
 - the recruitment of LSE Fellows as required
- To take the initiative in developing the service that the School of Public Policy provides to staff and students with a commitment to continuous improvement and enhancement of the student experience
- To ensure the full integration of all aspects of the department's activities driving interconnectivity between streams of work



- To co-ordinate and ensure good communication between the component teams of the School of Public Policy

Decision-making and problem-solving

- To contribute to the department's decision-making processes and to take the lead in implementing these decisions, using effective delegation to optimise workload prioritisation
- To act as a member of the Department Management Committee to input into key decisions
- To provide ad-hoc and confidential advice to the Dean and Academic Director as needed
- To find creative solutions to problems that arise in the operational work of the School of Public Policy or in the achievement of its objectives

Faculty Affairs

- To manage the academic recruitment processes for the department
- To oversee the creation of materials to support academic promotion in the Education and Policy tracks
- To ensure that Career Development Reviews and academic mentoring are completed to schedule by relevant colleagues

Representation and networking

- To represent the department through internal networks such as the departmental cluster system and Department Managers' network
- To participate in departmental and LSE-level committees and working groups as appropriate
- To represent the needs and priorities of the SPP to LSE's central professional service divisions (Estates, Data and Technology Services, Finance, Eden, Student Services, etc.)
- Through ongoing networking, to broaden the expertise across LSE utilised by the School of Public Policy in planning and decision-making
- To represent the SPP in the Global Public Policy Network (GPPN) as a member of the GPPN Executive Board; to attend Executive Board and 'Focal Point' meetings virtually and in person; to create proposals for the GPPN's development advising the SPP Dean accordingly

Staff management and motivation

- To lead the department's professional services staff (total 13.5 fte)
- To manage direct line reports including conducting regular career development review meetings in order to review progress, set goals and ensure continuing professional development as well as recruitment and induction as needed
- To foster a collegial atmosphere between departmental colleagues
- To hold regular team meetings for professional staff for two-way information exchange
- To deputise for the Dean when absent, including at a senior level within LSE and with external stakeholders
- To ensure compliance with LSE policies and the upholding of ethical standards at all times.

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.