



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: School Manager

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

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Staff management experience	E
	Ability to craft, drive and implement strategy, taking account of complexities and competing priorities	E
	Project management skills	D
Communication	Excellent verbal and written communication skills, with proven accuracy and attention to detail	E
	Ability to influence a wide range of academic and professional stakeholders	E
	Experience of dealing with a wide range of people in an appropriate, sensitive and tactful manner	E
	Proven ability to convey complex ideas and information in written and oral form at a range of levels	E
Planning and Organising Resources	Excellent time-management and prioritisation skills, with the proven ability to organise work across conflicting deadlines	E
	Proven ability to co-ordinate activity across multiple concurrent workstreams and projects	E
	Budget management experience and a general facility with financial planning	D
	Experience of creating budgets for new activities and assessing financial impact against strategy delivery	D
	The ability to create and gain agreement for policies to government financial expenditure	D



Teamwork and motivation	Experience of leading a multi-layered team, setting out a vision to encourage collective contribution to a common goal	E
	Experience of delegating effectively while providing an environment whereby staff can develop their potential	E
	Ability to influence policy and delivery across LSE outside a line management structure	E
	Ability to influence academic delivery to promote the student experience	D
	Ability to motivate the SPP's professional team, fostering a collegial atmosphere	D
Initiative and problem solving	Proven ability to take a strategic approach	E
	Ability to solve complex problems across organisational boundaries	E
	Experience of initiating new initiatives and integrating these into working practices	D
Decision-making	Ability to make autonomous decisions with the judgement to refer to colleagues where necessary	E
	Ability to take decisions and to determine actions where information is incomplete and/or ambiguous	E
	Experience of advising senior colleagues on strategy and policy initiatives within the School of Public Policy	E
Service delivery	A demonstrable commitment to the student experience in departmental planning and prioritisation, and when working across organisational boundaries	E
	Ability to maintain professionalism at all times	E
	Professional resilience and the ability to react positively to a demanding environment	D
	An interest in policy-making and public affairs	D
Liaison and networking	Ability to act as the key interface between the School of Public Policy and academic & professional staff across LSE	E
	Ability to work collaboratively across service divisions of LSE to facilitate the achievement of departmental objectives	E
	Experience of participation in external networks to promote the achievement of strategic objectives	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.