



## 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:** Pro-Director (Faculty Development)

**Department/Division:** Directorate

**Accountable to:** Director, LSE

### Job Summary

The purpose of this role is to provide academic leadership to ensure the achievement of the School's strategic goals in developing a world-class faculty to lead on teaching and research excellence. A specific focus will be to make sure the LSE effectively supports departments to recruit, retain, develop and manage the performance of academic, teaching and research staff. This includes ongoing review and development of policies related to faculty performance. In addition, the postholder will provide strategic support and operational co-ordination for the Athena SWAN submission and gender pay gap action plan.

### Duties and Responsibilities

- To lead on the development and implementation of policies for the recruitment, training, development, performance management and review, promotion, retention and retirement of academic, research and teaching staff related to the attainment of goals set out in the School's strategic plan and agreed departmental strategies.
- To manage the appointment and retention of full professorial staff, liaising with the Director, and to manage the retention of other academic staff, liaising with the Vice Chair of the Appointments Committee (VCAC) and the PD Planning and Resources in all cases..
- To support Heads of Department (HODs) in their work with the VCAC to ensure that the implementation of standards for academic recruitment, promotion and retention are maintained in line with policy and to liaise closely with HODs, the VCAC, Pro-Director (Research) and Pro-Director (Education) on the development of guidelines and processes in these areas as well as overseeing the appointment of academic, teaching and research staff.
- To support Heads of Department and Directors of Institutes in the development and implementation of departmental and institute strategies in line with the goals set out in the School's strategic plan, liaising with the Director and with the other Pro-Directors in their areas of responsibility.
- To advise the Director on the appointment, reappointment and removal of HODs and Directors of



Institutes, including their contracts and remuneration, and on their succession planning (recognising that HODs ultimately report to, and are managed by, the Director).

- To lead on the development and implementation of leadership training for academic leaders including HODs, Directors of Institutes and Research Centre Directors, liaising with the Director of Human Resources.
- To lead on policy with regard to the development and implementation of policies and practices on equity, diversity and inclusion for academic, research and teaching staff, liaising with the Director of Human Resources and the Head of Equity, Diversity and Inclusion.
- To promote the observance of the School's Ethics Code and associated policies and procedures in the conduct of academic affairs for academic, research and teaching staff and to ensure that the principles of the Ethics Code and the School's core values are maintained when dealing with all external bodies.
- To liaise with the Director of Human Resources on the development and implementation of policies and practices on equity, diversity and inclusion and observance of the School's Ethics Code, with respect to professional services staff.
- To liaise with the Pro-Director (Education) on the development and implementation of policies and practices on equity, diversity and inclusion and observance of the School's Ethics Code with respect to undergraduate and masters students and with the Pro-Director (Research) with respect to doctoral research students.

*Committees and consultative groups*

Roles for the post of Pro-Director (Faculty Development) include:

- Chair of the Promotions Committee
- Chair alternate meetings with the School's recognised trade unions (JNCC and JNICC)
- Co-chair HR Management Board (with Chief Operating Officer)
- 
- Member of the School's Ethics Committee
- Member of the School's Academic Planning and Resources Committee.

**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.