



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: Deputy Manager

Department/Division: Centre for Economic Performance and associated centres
Accountable to: Research Centres Manager

Job Summary

To assist the Research Centres Manager and Centre Directors in the running of the CEP and associated centres and to deputise for him in his absence. Responsible for management and planning of Centres' resources (£4.6m annually); Financial & HR management and planning; oversight of fulfilment of Centre's impact agenda; supervision of 5 support staff and activities for which they are responsible; research administration including funding applications, monitoring of contract progress and grant reporting; responsibility for Centre, internal, LSE and external communications; delegated responsibility for running of Centre for Vocational Education Research and the What Works Centre for Wellbeing

Duties and Responsibilities

Resource management:

- financial resource planning and allocation over a five year horizon
- preparation of financial data for management information, application budget preparation, and financial reporting statements;
- monitoring of expenditure, authorisation of all centre budgets;
- coordination of centre's accommodation and equipment resources
- Management of data contracts and security for data provided to the centres by government, commercial, research, university and statistical agencies.

Research management and administration:

- Coordination of funding bids: quality control, assistance and guidance to investigators on writing and costing; editing non-technical parts of application, liaison with external partners on contribution costs and subcontracts; contract negotiation; assistance with preparation of consultancy bids
- progress monitoring and research reporting for funders, LSE, and maintaining databases of outputs, research plans, performance indicators to support this and provide management information

HR administration:

- supervision of recruitment, and contract administration of all staff, visitors, associates
- management of leave, sickness, absence, staff appraisals (research and support staff)
- line management, training, support, workflow balancing of 5 administrative staff responsible for 1)project and programme support, 2)facilities, data, IT resource management; 3)finances relating



to expenses, research consumables; 4) recruitment and contract administration; 5) publications, press, social media, websites; 6) centre events such as conferences, seminars, annual workshops, launches, public lectures; 7) research and impact reporting.

- Coordination of work of outside consultants (including part-time journalist)

Programme and Project Coordination:

- Ensuring centre and programme activities are managed coordinated and supported
- Ensuring excellent communications within the centre and with outside partners and associates

Centre Impact and Dissemination

- Providing and managing infrastructure to promote the centres' work outside academia and to influence and involve centres' multiple stakeholders.
- Editorial responsibilities (with part-time journalist and publications officer) for *CentrePiece*, reports, briefings and centre publicity. Editing and "translation" of material for non-technical audiences
- Oversight of centres' websites (content and organisation, not technical)

Miscellany:

- Secretary of CEP policy committee (Chair Sir Nicholas Macpherson)
- Providing support for new activities/projects/centres as they arise/ closing down ones that have run their course
- Other tasks as delegated by the Centres Manager

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

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.