



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: Deputy Manager

Department/Division: Centre for Economic Performance & related centres **Accountable to:**
Research Centres Manager

| Competency | Criteria | E/D |
|--------------------------------|---|-----|
| Communication | Written: | |
| | <ul style="list-style-type: none"> Experience of communicating to others often complex regulations concerning research contracts, data, HR law and school regulations, and required reporting exercises. | E |
| | <ul style="list-style-type: none"> Proven writing and editing ability for all correspondence, reports, marketing, recruitment, funding applications, minutes, web text, staff manuals. | E |
| | Oral: | |
| | <ul style="list-style-type: none"> Confident, clear and persuasive oral presentation and ability to communicate fluently in personal and public settings. | E |
| | <ul style="list-style-type: none"> Oral reporting to key meetings (e.g. Centre Policy Committee); | D |
| | Social Media | |
| | <ul style="list-style-type: none"> Experience of using social media to enable dissemination; knowledge of basic web language and CMS | E |
| Teamwork and motivation | <ul style="list-style-type: none"> Experience of setting goals and overseeing work of staff teams | E |
| | <ul style="list-style-type: none"> Experience of using persuasion and outstanding communicative skills to maximise and coordinate contributions from different groups of staff (senior /faculty staff as well as research and support staff) to achieve Centre objectives centre wide funding bids and reporting exercises | E |

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| Liaison and networking | <ul style="list-style-type: none"> Responsible for maintaining good communication and workflow between the centres, the School's Administration, relevant departments (Economics, Geography, Management); | E |
| | <ul style="list-style-type: none"> External liaison with funders, donors, corporates, private philanthropists, consumers of centre research (journalists, government departments, NGOs) and data providers; Liaison with research partners in application and post-application stages of research. | E |
| Planning and organising resources | <ul style="list-style-type: none"> Experience of creating and administering multiple budgets | E |
| | <ul style="list-style-type: none"> Monitoring expenditure and reporting on research grants advising principal investigators on budgets | E |
| | <ul style="list-style-type: none"> Buy in outside services and supplies and carry out due procurement evaluation and value for money exercises | D |
| Initiative & problem solving | <ul style="list-style-type: none"> Experience of responding to new demands e.g. changes in funding priorities, setting up and incorporation of new centres/programmes/projects, merging of programmes; setting up of in-house surveys. | D |
| | <ul style="list-style-type: none"> initiating new roles, methods and projects in the centre (examples: appointing impact/stakeholder engagement staff; responding to impact of visa regulation changes; responding to new data security demands ;setting up in house management survey; designing website content) | D |
| Knowledge & Experience | <ul style="list-style-type: none"> Experience of LSE Finance, Research Division and Human Resource procedures | E |
| | <ul style="list-style-type: none"> Experience of applying for and reporting on use of external and internal research funds | E |
| | <ul style="list-style-type: none"> Knowledge of funding landscape for economic and social research. | E |
| | <ul style="list-style-type: none"> Experience of electronic portals for funding applications and reporting, both UK and US. | E |
| | <ul style="list-style-type: none"> Experience of Access & Excel for financial planning and monitoring, contact databases | E |
| | <ul style="list-style-type: none"> Knowledge of the social science funding landscape and rules | E |
| Decision Making | <ul style="list-style-type: none"> Experience of providing management information to allow senior staff to make resource allocations to programmes and support staff Setting up rules and systems for centre decision making that are transparent, fair and efficient (e.g. | D |



| | | |
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| | space allocation, acceptance of visitors, new associates) | D |
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- E – Essential:** requirements without which the job could not be done.
- D – Desirable:** requirements that would enable the candidate to perform the job well.