



## 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:** Institute Manager

**Institute:** Grantham Research Institute

**Accountable to:** Institute Director

### Job Summary

The Grantham Research Institute on Climate Change and the Environment (GRI) is the home of climate-change and environment research at LSE. Chaired by Professor Lord Stern, GRI is a vibrant institute of about 50 people dedicated to world-leading analysis and engagement in climate change and sustainable development.

Core funding for the Institute is provided by philanthropists Jeremy and Hannelore Grantham, through their Grantham Foundation for the Protection of the Environment. Within GRI also sit a substantial number of further funding streams, including two ESRC-funded initiatives, the Centre for Climate Change Economics and Policy (CCCEP) and the Place-Based Climate Action Network (PCAN).

The Institute Manager is a key member of GRI's senior management team, working closely with and reporting directly to the Institute Director. The Institute Manager is also a member of the CCCEP and PCAN management groups.

The post holder will play a critical role in shaping the development and strategic direction of GRI. They will have operational and administrative responsibility for finance, human resources, procurement, space, facilities, future funding applications, administration and events organisation. They will oversee the relationship with important stakeholders, including Advisory Boards and Steering Committees.

The Institute Manager will act as the main administrative interface between the Institute and external institutions, funding bodies and government agencies as well as administrative bodies, Research Centres, Departments and Divisions across the School. The Manager has direct responsibility for the management of the administrative team, which currently consists of four members of staff, and also has overall responsibility for all HR processes relating to staff and visitors.

### Duties and Responsibilities

#### Strategy

- As a member of the senior management team, contribute actively to the development and strategic direction of the Institute. Meet regularly with the Director and senior management colleagues, as well as relevant management and governance structures, to identify and implement strategies for the effective management of GRI.
- Manage the weekly meetings of the senior management team to ensure the operational effectiveness of the Institute, and subsequently take the lead in implementing relevant decisions.



- Ensure the full integration of all aspects of GRI's expanding programme of activity, whilst driving forward interconnectivity between streams of work to maximise both the impact and influence of the Institute.
- Provide expert advice to the Director on how human and other resources are deployed to best support the running of the Institute.

### Operations

- Take lead responsibility for all operational aspects in the Institute, including primary decision-making responsibility for the day-to-day running of the Institute and operational responsibility for finance, human resources, procurement, space, facilities and administration. Ensure that efficient systems are in place for the day-to-day running of the Institute and the support services provided to all staff, visitors and research students.
- Take line-management responsibility for the management and recruitment of the Institute's administrative staff, including the delegation of appropriate areas of work, motivation of staff, performance management, regular team meetings etc.
- Direct all HR functions and operations, including recruitment and career development, ensuring that appropriate processes are followed and relevant performance data are collected. Give appropriate advice and provide support to colleagues with line management responsibilities, where necessary involving the School's HR partner.
- Manage the Institute's budgets and financial records on behalf of the Institute Director, including: producing financial forecasts; advising the Director on proposed/future expenditure; setting up and maintaining procedures to ensure the efficient administration of Institute's expenditure in line with the School's financial management regulations.
- Manage the continuity of grant-sourcing and applications through the efficient pre- and post-award administration of research grants and philanthropic gifts. Working with colleagues, proactively explore new funding opportunities, both for the Institute as a whole and for individual researchers/research programmes.
- Proactively acquire knowledge relating to School policy, applying this information appropriately to the Institute.
- Ensure GRI is compliant with all relevant rules and regulations, including obligations to funders (e.g. on reporting, data management, open access to research outputs), Health and Safety, Data Protection, Freedom of Information, GDPR, Race, Equality and Ethics.
- Oversee the development and maintenance of quantitative and qualitative records of all the Institute's research activities. Ensure effective preparation and management of internal and external reviews, in particular reviews by and reporting to the Grantham Foundation and ESRC.
- Chair GRI's events task force, whose responsibility it is to organise an exciting and diverse events programme. Oversee the organisation of all GRI's events ranging from meetings and workshops to seminars, lectures and conferences.
- Oversee the agenda and organisation of a range of events and meetings at GRI, including Staff Meetings, Senior Staff Meetings and an annual Away Day.



### Engagement

- Develop and maintain cooperative relations with the relevant external stakeholders, such as Grantham Imperial, the University of Leeds (our partner in CCCEP and PCAN), the Grantham Foundation, ESRC, other relevant funding agencies and members of our Advisory Boards and Steering Committees.
- Oversee the organisation of and service all of GRI's Advisory Boards and Steering Committees, including the joint Grantham Advisory Board with Grantham Imperial, the GRI Steering Committee and the Advisory Boards of CCCEP and PCAN.
- Ensure effective internal liaison and communication with, and understand the functioning of, all relevant administrative units within the School, in particular the Research Division, Philanthropy & Global Engagement, Human Resources, Events and Conferences, Finance, IT and Estates. Participate in relevant School Committees, as appropriate.
- Foster a collegial atmosphere between GRI staff and students of all levels and functions, as well as with associated colleagues (e.g. Associates, Visitors), ensuring regular and appropriate levels of interaction, at a series of events throughout the year.

### **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.