



## 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:** Behavioural Lab Manager

**Department/Division:** Department of Management **Accountable to:** Head of Research, Finance and Operations

### Job Summary

The LSE Behavioural Lab for Teaching and Research (BL) is a world-leading hub for research and teaching in behavioural science and facilitates cutting-edge research by providing state-of-the-art facilities to LSE academics, students, and external partners. The BL was established in 2010 and is co-hosted by the [Department of Management](#) and the [Department of Psychological and Behavioural Science](#).

As the BL aspires to serve as a global leader in facilitation of world-class behavioural research and research-led teaching, and to act as a cornerstone of an interdisciplinary community in behavioural science, this post holder will be responsible for leading research grant applications, income-generation activities and events, as well as overseeing the day-to-day operation of the BL and its systems in collaboration with the BL team.

### Duties and Responsibilities

#### Training and Development

- Pursue and proactively lead BL-related large research grants applications.
- Provide advice and direction for the researchers and research assistants that apply for grants and use, or plan to use, the BL to ensure quality control (e.g., audit of subject payments, communication with subjects and data integrity) of the studies conducted, and sufficient funding.
- Develop and oversee adoption of standard procedures and policies across the BL staff, participants, and researchers. Provide technical guidance and specialist advice on experimental software and equipment available to staff and researchers that involve the BL. In addition to providing this guidance and advice verbally, the post holder will be responsible for the creation and updating of handbooks, procedures manuals, and policy documents for the systems, software, and equipment used by BL researchers.
- Coordinate recruitment campaigns for Research Assistants to aid with conducting studies that involve the BL.
- Monitor outputs from studies that involve the BL and facilitate the dissemination across various platforms.
- Leverage knowledge of LSE researchers' research programme and collaborate with LSE



Consulting to develop and lead external projects for income generation.

#### **Policy and Strategy:**

- Monitor the developing external policy context (UK, EU and international) with respect to research.
- Develop and maintain networks with behavioural labs internationally to keep abreast of best practice.
- Work with the Research Division on the design, development and submission of research grant applications for the BL or by other researchers planning to use the BL. Ensure that project scope, research design and content and budgets respond to BL priorities, advise on the presentation of the proposal and ensure compliance with the Department's objectives and with School regulations with respect to budgeting.
- Create and pursue long-term objectives to create a productive and professional lab (e.g., developing a credited participant pool) and creating new policies and procedures where necessary.

#### **Analysis and Research:**

- Manage the internal and external projects that involve the BL. This includes: initial project planning and contractual phase, managing data collection and storage; analysis of participant pre-screen data to specify eligibility requirements for studies; participant recruitment and scheduling; space and equipment management; procurement of experimental software (e.g., HTML, PHP, Flash and bespoke behavioural research tools); financial monitoring and reconciling of the budgets.
- Create and update pre-screen questionnaire as required. Manage and analyse database as needed to recruit participants as studies require.

#### **Planning and Organising Resources**

- Act as budget holder for the BL funds with responsibility for cash handling participant payments. Liaise across LSE divisions (i.e. LSE One Finance, LSE Store, Research and Consultancy) as needed for research projects (e.g. for the procurement and installation of applications; withdrawing funds from LSE accounts; reconciling budgets for specific projects; providing BL costing information when grant applications are being prepared, receiving funds).
- Undertake training and develop external networks to ensure BL's practices and policies are up-to-date, follow best-practices, and adhere to guidelines.
- Manage, monitor, and reconcile the BL annual budget
- Line manage the Behavioural Research Lab Coordinator. Identify, procure and implement relevant experimental software and equipment upgrades or developments.
- Create and update handbooks, procedures manuals, and policy documents for the systems, software, and equipment used by BL researchers.
- Identify opportunities to develop and enhance the BL's standing in LSE by engaging with researchers, staff, and students across different divisions and departments, and international advisory board.



- Identify opportunities to develop the BL's brand externally to engage with external researchers to develop potential collaborations with LSE researchers, expand participant recruitment through external marketing initiatives.
- Maintain and update the BL website both for internal and external audiences, and engage with social media.

#### **Communication:**

- Lead on projects in conjunction with LSE PAGE to provide technical information that contributes to the development of fundraising communications and assists with the identification and building of fundraising opportunities.
- Contribute to the development of networks within (i.e. Behavioural Science) and outside (e.g. Lab Staff) of LSE. The post holder will be expected to take the lead on the organisation of BL-related events and to present to various LSE departments to build the network of BL researchers. The post holder will also work proactively and take the lead on developing external networks of lab staff.
- Develop and maintain relationships with LSE researchers to better understand their research needs so that the BL resources can be better catered to meeting these needs. Work with various LSE divisions to develop and implement policies and procedures that involve the BL.
- Work with Marketing, Communications, Events and Alumni Relations team for any BL related events and promotional activities.
- Create and manage external networks with other behavioural research labs for sharing best practice and benchmarking.
- Presenting at various department and/or centre meetings to share information about the BL, and hold one to one meetings with faculty to explain the facility.
- Act as a point of contact for all BL queries from internal LSE users and external users or organisations.
- Work closely with the Head of Scientific Operations employed by PBS and other colleagues across the two departments to ensure that all needs are being met.

#### **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.