



## 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: Associate Vice President and Pro-Vice Chancellor (0.5FTE) (Research)**

**Department/Division: Executive Office**

**Accountable to: Vice President and Pro-Vice Chancellor (Research)**

### Job Summary

The purpose of this role is to deputise for and support the Vice President and Pro-Vice Chancellor (Research) in providing academic leadership, to ensure the achievement of the School's strategic goals in research. The role is to assist in making sure the LSE effectively supports all research and research-related activities, through the Research & Innovation Division and the LSE Library directly, and through the School's Departments, Research Centres and Institutes. In addition, the postholder will provide strategic support to the Vice President and Pro-Vice Chancellor (Research) in the operational coordination for the Research Excellence Framework submission. Whilst the role will have the opportunity to engage in the wide breadth of research activity at LSE, the duties and responsibilities will also take into account the interests and strengths of the role holder.

The Vice President and Pro-Vice Chancellor (Research) plays a key role in representing LSE on key network meetings such as the Russell Group PVCR, Universities UK, London Higher, and CIVICA meetings and this role is to support the Vice President and Pro-Vice Chancellor (Research) in participating in these and other networks when required. The postholder will be able to attend SMC meetings as required to effectively dispense their duties within the research remit.

### Duties and Responsibilities

1. To deputise for and support the Vice President and Pro-Vice Chancellor (Research) in providing academic leadership across the institution with respect to the development, monitoring, progress and delivery of LSE's research strategy and related strategic plans.
2. To assist the Vice President and Pro-Vice Chancellor (Research) overseeing the effective planning and allocation of research investments in line with strategic plans, ensuring equity, fairness and transparency.
3. To provide advice and guidance with respect to the operations, development, and review of Institutes and Research Centres.
4. To provide strategic support to the Vice President and Pro-Vice Chancellor (Research) driving the Research Excellence Framework submission and its operational coordination, as well as selected consultations on research matters, working with the R&I evidence team.



5. To develop and maintain effective working relationships with key stakeholders delivering on the LSE's research agenda to ensure that expectations are met and managed effectively.
6. To chair, deputise and/or participate in appropriate research-related committees and working groups as agreed with the Vice President and Pro-Vice Chancellor (Research).
7. To contribute to the delivery of the Sustainability Strategy, and the EDI Strategy in line with the work of the Vice President and Pro-Vice Chancellor (Research).
8. To assist in promoting the School's research vision and expertise to key external individuals, organisations and audiences including alumni, partner institutions, donors and other philanthropic and corporate stakeholders.
9. As required, to represent the School on research matters in relevant national and international bodies such as the Russell Group, Universities UK, London Higher, and CIVICA.
10. As required, to represent the School on research events, including public lectures, panel events and conferences.

#### **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.