



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 (Education) (0.5FTE)

Department/Division: Executive Office

Accountable to: Vice President and Pro-Vice Chancellor (Education)

Job Summary

The purpose of this role is to deputise for and support the Vice President and Pro-Vice Chancellor (Education) in providing academic leadership across elements of the educational offering of LSE. The role is to assist in enhancing the School's Education Strategy, including the fulfilling of any statutory requirements relating to student education, and for oversight of the operational activity required to achieve the School's objectives. Whilst the role will have the opportunity to engage in the full breadth of the educational offering at LSE, it is envisioned that the duties and responsibilities will focus on aspects to be determined depending on the interests and strengths of the role holder.

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

Duties and Responsibilities

1. To deputise for and support the Vice President and Pro-Vice Chancellor (Education) in providing academic leadership across the institution to position the School as a strong institution achieving high quality standards for student education and the wider student experience, including the highest standards in curriculum development and advancement
2. To support the Vice President and Pro-Vice Chancellor (Education) in directing innovation and enhancement in both education and student experience.
3. To contribute to the delivery of the School's Inclusive Education Action Plan, Student Mental Health and Wellbeing Plan, EDI Strategy and Education for Sustainability Plan
4. To develop and maintain effective working relationships with key stakeholders delivering on the LSE's education agenda to ensure that expectations are met and managed effectively
5. To chair, deputise and/or participate in appropriate education-related committees and working groups, both at LSE and externally, as agreed with the Vice President and Pro-Vice Chancellor



(Education)

6. To contribute to the delivery of work related to our regulatory requirements, including that associated with the Access and Participation Plan and the Teaching Excellence Framework.
7. To assist in promoting the School's educational vision and enhancements to key external individuals, organisations, and audiences including alumni, partner institutions, donors and other philanthropic and corporate stakeholders.

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.