



Appointment Brief

Director of Research and Innovation

December 2022

Reference: IALBD

About the LSE

LSE is a global community of people and ideas in the heart of central London. We're a specialist social sciences university, ranking third in the world in the QS subject rankings 2022 and as the top university in London in the Complete University Guide 2023.

LSE's motto "rerum cognoscere causas" means "to know the causes of things". It was chosen to support the School's founding purpose, "for the betterment of society".

Our ambition today is to be the leading social science university with the greatest global impact. Led by our Director, LSE alumna Minouche Shafik, our strategy LSE 2030 lays out the guiding principles that will help us achieve our goals and shape the world's future.

International outlook

We are committed to building a vibrant, equitable and truly inclusive environment for staff and students from all over the world.

In 2020 we became the eighth full member of CIVICA - The European University of Social Sciences. We also have partnerships with globally renowned universities spanning Europe, Africa, America and Asia.

In the UK, we are part of the Russell Group, the Aspect social science research commercialisation network, and the launch of SHAPE – Social sciences, Humanities and the Arts for People and the Economy.

An LSE education

We help students prepare for bright futures in world-changing roles. A rigorous social science education is designed to stretch students intellectually through specialist undergraduate and postgraduate programmes, executive education, distance learning and summer schools.

LSE students are members of one of the largest economic and social science libraries in the world. Initiatives such as LSE LIFE, the PhD Academy, Student Futures, Careers, Volunteering and Generate provide academic, personal and professional support for students too. The student-led Houghton Street Press is one of many ways LSE students engage with the world.

Research and society

LSE academics conduct social science research that makes a lasting impact on society. This means students are taught by academics that regularly advise international bodies and governments, and who are also vocal in the media on current news.

The 2021 Research Excellence Framework, a national evaluation exercise, ranked LSE as a top university for research quality and impact. We're continuously expanding our research horizon to reflect and aid the changing society around us. Our current Shaping the Post-COVID World initiative looks at what direction could and should the world take after COVID-19.

You can find out more about how LSE research shapes the world through:

- Reading expert analysis and debate from over 60 LSE blogs
- Taking in films and podcasts at the LSE Player
- Browsing the latest LSE research articles at our online magazine Research for the World
- Attending one of the most extensive and distinguished university free public lecture and event series in the world.



“Our ambition is to be the leading social science institution, with the greatest global impact”

LSE Director Minouche Shafik

LSE 2030

Our strategy lays out the guiding principles and commitments that will help us shape the future world and achieve our ambition of being the leading social science institution with the greatest global impact.

Our strategy is articulated through three overarching priorities each of which identifies initiatives to deliver an ambitious vision for our future.

Priority 1: Educate for Impact

We commit to working with students to provide a life-long learning opportunity, based on an enquiry-led approach to education and research. By creating a strong sense of belonging and ensuring we provide holistic support, we will equip our students with the skills, knowledge and confidence to be critical investigators, confident entrepreneurs and culturally aware agents of change.

Priority 2: Research for the World

Building on our leading position in the social sciences, we will broaden our real-world impact by forming a new generation of thought leaders, advocating for the value of the social sciences and becoming the global convenor of influential debate on critical issues. We will achieve this also by reviewing current and future partnerships, fostering collaboration internally and externally, all whilst ensuring that sustainable funding supports our research.

Priority 3: Developing LSE for Everyone

We will establish LSE as a strong community by supporting staff, recognising and developing talent, and engaging our alumni, friends and partners so they can remain involved with the School and its mission. We will ensure we can attract and retain the best academics, researchers and professional service staff by embedding equity, diversity, inclusion and sustainability across all our processes and procedures.



The role

Our world-leading research is the foundation on which the School's global reputation is built and knowledge exchange and the impact of our research is central to the School's mission 'for the betterment of society'. The School is a leader in exploiting impacts through commercial and social innovation and in the full potential of students and alumni to make a difference through entrepreneurship.

The Director of LSE Research and Innovation is a senior post in the LSE central professional services, leading a division of seven teams and around 50 colleagues dealing with areas of core academic importance. Research and innovation as a function is centralised in LSE and involves the postholder to lead on all aspects of research and innovation work at a world-leading university.

Strategic responsibilities

The postholder leads LSE Research and Innovation, a division within the central professional services comprising seven teams supporting academic colleagues with external and internal research grants and contracts, knowledge exchange and impact, consulting opportunities, and innovation (commercialisation) initiatives, as well as broader support for the School's research environment and external engagements; and supports students and alumni with entrepreneurship training and start-ups. Reports to the –Pro- Director (Research) s/he leads the division's teams in support in all related areas including:

- Building on the opportunities provided by the LSE's leading position in the Research Excellence Framework 2021 and preparing for future evaluation exercises
- Preparing LSE for regular Knowledge Exchange Framework rounds and supporting the knowledge exchanges processes by which the School's research has impact in society and the economy.
- Pursuing research funding opportunities on a global basis, working proactively with a wide range of national and international research councils, foundations and corporates and internally with the Philanthropy and Global Engagement division.
- Proactively soliciting and shaping research project proposals, including bringing research funding opportunities to the attention of academic colleagues and providing guidance and support in preparation of bids.
- Co-ordinating research opportunities and enterprises with the LSE's current institutional partners and with other partners as appropriate.
- Disseminating research outputs as part of the LSE's public engagement strategy.
- Generally supporting the LSE's major research centres, programmes and academic departments.
- Participating (where applicable) in discussions on national and European research policy.
- Assisting in supporting students, alumni, and staff in building a socially responsible business through the development of initiatives, including LSE Generate.
- Supporting and developing the innovation pipeline (including LSE consulting and LSE commercialisation).
- Giving evidence-based strategic advice.
- Advocating for SHAPE subjects in national and international fora.

Leadership responsibilities

- Engaging in national and international networks, informing School planning internally and representing School interests externally.
- Being responsible for the effective operation of LSE Research and Innovation and for its Service Development Plan, ensuring the delivery of high-quality services concomitant with world-leading research, innovation and entrepreneurship.
- Service Leader in the Central Administration, participating generally in LSE's management and planning processes as a member of the senior Central Administration team and accountable to the Chief Operating Officer for an integrated Operational Plan of the Division and compliance with School policy and procedures
- Being responsible for the provision of management information, including comparative data, to the Pro-Director (Research) and other members of the School Management Committee in support of the research and innovation strategy, planning and policy-making.

Financial responsibilities

- Ensuring compliance with LSE Financial Regulations and with sponsor and contractual regulations in respect of funded research, consulting, innovation and entrepreneurship, and with relevant legislation.
- Taking overall responsibility for the efficient financial administration of all research grants and contracts, consulting and innovation-related contracts and for the production of financial information for management and planning purposes and for the relevant sections of the LSE Annual Accounts.
- Negotiating terms with sponsors of research across the funding spectrum for all major research contracts.
- Ensuring that all funding sponsors' contractual and financial requirements are met and that academic grant holders understand and fulfil their contractual obligations.
- Ensuring that procurement by LSE Research and Innovation division members and all holders of research funds is conducted in line with LSE policies.
- Ensuring effective accountability for the revenues and outgoings of the trading activities of LSE Enterprise Ltd with respect relevant consulting and innovation activities.



“Research and Innovation create and sustain opportunities for LSE to carry out world-leading social science. We maximise the quality, reach and impact of LSE's research.”

Person specification

The successful candidate will be a dynamic and collaborative leader, capable of winning trust, and will bring the following:

Knowledge and experience

- A good degree or equivalent qualification.
- Ability to develop and articulate a vision for the future of research and innovation services and promote that vision within the institution.
- Experience of work at top management level.
- Experience of managing a large team.
- A good understanding of academic life (*desirable*).
- Experience in research intensive environment, either in higher education and/or related area and/or of technology transfer/innovation services (*desirable*).

Communication

- Exceptional communication skills, e.g. ability to communicate effectively with people at all levels; ability to convey complex and detailed conceptual ideas; ability to explain, negotiate and persuade.
- Excellent written communication skills, e.g. ability to draft effective reports, committee papers, planning documents.

Teamwork and Motivation

- Able to manage and motivate staff to achieve their full potential.
- Experience of successfully managing change (*desirable*).

Service Delivery

- Evidence of a customer-focused approach to service delivery, appreciating the needs of different user groups.

Initiative and Problem Solving

- Evidence of initiatives and developing new ideas and implementation of these to develop new services or improving existing ones.
- Able to balance strategy with detail.
- A proactive approach with a record of delivery

Liaison and Networking

- Ability to liaise effectively and constructively with people at all levels, both within and outside the institution.
- Able to negotiate with internal and external stakeholders.
- Familiar with the world of social science research and innovation (*desirable*).

Planning and Organisation

- The ability to develop strategic objectives and prioritise the allocation of resources to those objectives.
- Excellent analytical and organisational skills.
- Experience of managing substantial budgets (*desirable*).

Decision Making

- Ability to take difficult and complex decisions.

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.



Terms of appointment

Standard working hours are 35 hours: 9.30 am to 5.30 pm Monday to Friday. The post holder is required to work such reasonable additional hours as the needs of the post demands, which includes attendance at evening and weekend events and meetings when necessary. The School has a blended working policy which balances working from campus with remote working.

Salary will reflect the seniority of the role and will depend on skills and experience.

Holiday entitlement: The holiday entitlement for full-time members of staff is 25 days' annual leave plus Christmas closure (five extra days) and Easter closure (three extra days) plus public holidays (eight days per year).

Probationary period: twelve months.

Pension: the post holder will be automatically enrolled into the qualifying works pension scheme which is the Universities Superannuation Scheme (USS), contributing 9.8%% of salary while the School contributes 21.6%.

The School offers a range of non-contractual affinity benefits such as cycle to work scheme, annual season ticket loans, reduced private health benefits, and a range of retail discounts.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the LSE on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **IALBD**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Friday 13th January 2023**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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