Faculty Manager

Location: London, United Kingdom - temporarily remote

Salary: £40-55k dependent upon experience

Permanent, full time role
Joining our mission

Help us build a world class university.
We will teach students to use interdisciplinary approaches to tackle important complex problems.
Our flagship course: The LIS undergraduate programme

At LIS, we are building an innovative new university that prepares learners to tackle the global challenges facing society. Our approach to admissions and internships also takes a new approach, that we hope will go some way to tackling persistent inequality in higher education.

We have an exceptional full time faculty of teachers, and close relationships with world leading organisations across a range of sectors.
Your role

This is a new institution with an innovative undergraduate programme. The role of Faculty Manager is key in leading the planning and development of the administrative aspects of all academic work. You will have the chance to shape systems and processes for the academic teaching and learning team.

In addition, in the first months before teaching commences there will also be a responsibility to support the running of our first student admissions/interview process. LIS has designed a new, more inclusive form of admissions and we hope that this interview process will become an example within the sector.

In due course the Faculty Manager will recruit an administrative team to manage the BASc and future programmes.
Your role

You will work closely with and report to the Director of Teaching and Learning (DoTL)

Core tasks

• To lead in the planning and development of the administrative aspects of LIS’s academic programmes.
• In conjunction with the DoTL to finalise agendas for, arrange and take minutes for all management meetings required by the programme, including Examinations Boards.
• To take a leading role in implementing actions and decisions, and ensuring that others fulfil their commitments.
• To lead on the compiling and dissemination of statistical data with regard to LIS students.
• To work with the DoTL to organise the financial arrangements of the programmes
• To work with the Head of Admissions to organise the admissions process for the first cohort of LIS students
• To recruit and manage the administrative team over time

Communication and Management

• To manage all queries from academic and professional staff in LIS and other institutions regarding the programme.
• To work with the Student Support team in dealing with queries from students and applicants.
• To work with the Registrar to establish systems for student feedback once the programme is running.
• To assist the Registrar in liaising with external examiners regarding duties, paperwork and schedules.
• In year one to liaise between students, faculty and Registry in handling extenuating circumstances, extensions and student appeals
• To liaise with various other relevant boards e.g., the exam board
Who are you?

We are a start up so the most important quality is that you are a team player and enjoy getting stuck into various aspects as we help and support each other during this founding stage.

Some skills that are specific to this role:

• Keen interest in Higher Education, either from experience or with a desire to learn and an enthusiasm for LIS’s mission.
• Self-motivated, with the ability to make decisions, set priorities and work independently and unsupervised.
• Excellent interpersonal skills with a strong ability to deal confidently and efficiently with junior and senior staff.
• Ability to provide advice, including interpretation of how rules and procedures need to be applied.
• Practical problem-solving under time constraints and the ability to work to tight deadlines.
• Clear, comprehensive and succinct written communication. The post holder will be required to write reports, papers, presentations and formal documentation.
• Experience of project management, organising events and servicing meetings.
• Experience within the Higher Education sector would be advantageous but is not essential.
Who are we?

We are a small and friendly team based in a co-working space in Aldgate in East London. Despite currently all working from home, we have established a number of ways to keep in regular contact and continue to support each other. We will go out of our way to welcome a new member of the team.

We also offer:

• Company sponsored monthly fitness contribution.
• Annual personal development contribution for external training.
• Opportunity to join a fast-growing organisation.
• Flexible working hours. We care about the results you deliver not how or when you work.
• 25 days holiday. Take time out to be inspired.
Next steps

• To apply, please visit this link where you will be asked to summarise your interest in the role and upload your contact details and CV.

• We’ll invite shortlisted applicants for a Zoom interview with a member of our Executive Leadership team.

• If successful, we then invite you to a final round in our London offices (assuming this is possible. Otherwise there will be an additional remote interview round). This will involve a short written task.

*LIS is committed to diversity, equality and inclusion in the hiring of its staff, and in all aspects of staff training, remuneration, development and performance management.

The School’s Recruitment of Ex-Offenders Policy aims to ensure that the School treats all applicants for jobs who have a criminal record fairly, and does not discriminate unfairly against candidates with either a spent on unspent conviction, whilst safeguarding the School, its staff, students, applicants and visitors. See the full policy here*