



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: Executive Assistant and Centre Administrator

Department/Division: LSE Cities

Accountable to: Executive Director

Job Summary

LSE Cities is an international Centre at the London School of Economics and Political Science that carries out research, education, engagement and advisory activities in London and abroad.

The role has two main responsibilities. You will provide high-level executive administrative support to the Centre Director and Executive Director, and as Centre Administrator, be responsible for the provision of efficient, professional and proactive administrative support to Centre staff, students and visitors. The postholder will act as the main point of contact for all internal and external queries to the Centre and manage a range of operations and services, including servicing committees, ensuring compliance with School requirements, updating the Centre's website and ensuring the overall smooth running of the Centre.

This is a short term hourly paid contract until **30 June 2025**; however, there is a high likelihood it will be extended.

The role is offered on a full-time (1.0 FTE / 35 hours a week) hourly-paid basis. Hourly rate from £23.23 to £26.47 (gross including holiday pay).

To apply for this role, please send a copy of your CV and a covering letter to **lse.cities@lse.ac.uk** by **Sunday 16 February 2025 (23.59 UK time)**.

Please note that applicants must have the right to work in the UK. The appointee will be expected to work on LSE campus at least three days per week.

Duties and Responsibilities

Executive Assistant support to LSE Cities Director and Executive Director including the following:

- Managing correspondence and electronic mail of the Director and taking forward responses and actions as appropriate
- Managing the Director's diary; scheduling meetings and events as appropriate and being able to co-ordinate external invitations
- Providing a key interface between the Director's Office and colleagues, as well as with external



individuals and organisations

- Organising and overseeing Director / Executive Director's national and international travel and accommodation arrangements and related visa requirements
- Supporting the organisation of media/press interviews with the Director
- Liaising with a broad range of UK and international organisations and high-profile figures
- Drafting email and other written correspondence at request of the Director / Executive Director
- Organising hospitality and catering for meetings at the request of the Director / Executive Director
- Circulating relevant information/announcements to Centre staff
- Contributing to the development of presentations
- Undertaking any other duties at the request of the Director / Executive Director

Centre Administration/Operations

- Acting as a first point of contact for all staff, student and visitor queries (in person, telephone or email) and responding in a professional manner or referring to other colleagues where appropriate.
- Providing clear and accurate information about the Centre to staff, students and visitors and reacting appropriately to requests for advice and information.
- Management of the general administration for the Centre, including (but not limited to): managing office supplies; ordering equipment; organisation of meetings (including managing the booking of LSE Cities meeting room); booking of travel, visa and accommodation arrangements when required; sorting and distributing post; booking couriers/deliveries.
- Managing the physical environment of the Centre, including organising and maintaining public office spaces, and ensuring that these are maintained to a high standard, and to report any issues promptly and appropriately
- Coordinating office moves within the Centre.
- Taking responsibility for all work requests and being the point of contact with the service departments at LSE, such as Estates, IT, and Security.
- Managing Academic Visitor requests and applications, preparing documentation for the Centre's Management Committee and submitting the relevant forms to Human Resources to ensure applications are processed.
- Inducting New Starters and Visitors to the Centre, including arrangement of ID badge, library and IT access, orientation, providing guidance and training on the appropriate use of the estate and facilities, explaining the Centre's programme of activities and events and acting as a point of reference for queries. For Academic Visitors: facilitating opportunities for them to meet with other colleagues and managing any extensions or their exit (retrieval of ID badge, termination of accesses etc.)
- Assisting with the organisation of recruitment, including the organisation of interviews, liaising with candidates and panel members and assisting with interview panel documentation.
- Coordinating the Centre team meetings, including preparing agenda and arranging other ad hoc meetings regarding particular projects i.e.: Staff Survey working groups.
- Organising and managing digital storage spaces and databases, such as shared drives, SharePoint and contact databases.
- Project managing a range of long term and short term business improvement initiatives aimed at improving Centre systems and processes, actively seeking and acting upon feedback on administrative systems.
- Proactively approaching the role and using own initiative to evaluate and improve working practices and procedures where appropriate.
- Maintaining an awareness of key projects, tasks and events across all teams to assist with



planning and administration.

- Liaising with departments across the School in relation to implementing and developing a range of activities, e.g. Research Division, Conferences, Reprographics, Finance, Estates and HR.
- Supporting the delivery of the Centre's short courses and tailored programmes, as and when required.
- Responsibility for organising team away-days and related activities
- Supporting the Centre Directors to ensure the efficient organisation and management of LSE Cities' activities.

Centre Governance/Compliance

- Servicing committees, including the Executive Group meeting and the Management Committee; scheduling meetings, preparing relevant agendas and drafting associated documentation, circulating information on a timely basis, taking minutes and taking the responsibility for ensuring action points are carried out.
- Understanding and abiding by the School's regulations and legislation regarding data protection, freedom of information and health and safety requirements, and ensuring the Centre is compliant.
- Organising and conducting equipment, risk and health and safety assessments for the Centre space and staff, in accordance with guidance from the relevant School divisions
- Acting as the Centre point of contact in relation to business continuity and ensuring compliance with School requirements.
- In consultation with the Centre Directors, preparing reports, papers and other management data as required.
- Managing the Centre's main website and other project sites, liaising with colleagues to ensure information is kept current.
- Circulating relevant information/announcements to Centre staff.

Other administrative duties may include

- Providing administrative support to LSE Cities' Senior Management team and the Centre's main programmes.
- Assisting the Finance and Resourcing Coordinator, such as with recruitment campaigns

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



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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.