



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: Sustainability Team Administrative Assistant

Department/Division: Estates

Accountable to: Head of Sustainability

Job Summary:

To undertake general administrative duties to facilitate the smooth running of the Estates Division, with particular responsibility to provide support to the Head of Sustainability and the Sustainability Team.

Duties include maintaining waste documentation, invoice processing and reconciliation, servicing meetings and comprehensive minute taking, electronic document management; the creation and updating of documents (using Word, Excel and on occasion Powerpoint and Adobe software); raising purchase orders, etc.

The post holder will be expected to work as an integrated member of the Sustainability Team, showing flexibility in carrying out their role, whilst proactively using initiative and working with minimum supervision.

Duties and Responsibilities or HERA Competencies

Service Delivery

- To provide secretarial support to Sustainability meetings, including sending meeting invites, the preparation of agendas, the collation of any supporting documentation, chasing up on action points, minute taking and arranging refreshments as required by the Chair.
- To follow and support the development of administrative procedures that complement procedures followed by the Sustainability team.
- To maintain waste documentation such as waste register for all streams and sites, waste collection schedule, and waste season tickets ensuring accuracy and compliance.
- To maintain waste volumes spreadsheet, cross check volumes with prior periods, and highlighting any significant changes.
- To set up new suppliers on OneFinance software, raise purchase orders on appropriate budgets as required, reconcile invoices and credit notes and carry out other associated tasks with due diligence.
- Ensure timely receipt and approval of payment of utilities invoices and other services as required, querying any anomalies and highlighting any significant changes.
- To provide general administrative support to the Head of Sustainability and the Sustainability team including; typing and formatting various documents, booking rooms, organising travel and hospitality, and carry out other routine administrative tasks for e.g. that relate to energy and waste.



- To provide monthly energy usage dashboards to Residences and Library.
- To be aware and adhere to all relevant statutory and legal requirements, i.e. Data Protection Act 1998, Health and Safety policies, Diversity and Equal Opportunities policy etc.
- To proactively support the School's sustainability and environmental agenda whilst undertaking the role and to be aware of how the operation of the administrative function impacts on the area.

Communication:

- To meet and greet external and internal visitors to the Division and act as a focal point of enquiry for Sustainability Team related requests for information from staff, students and contractors.
- To keep team updated of progress, inputs and support required to deliver the objectives of the roles.
- To clearly communicate information to colleagues and other School stakeholders, verbally and in writing.
- To support the Sustainability Communication and Engagement Officer in distribution of communication material as required.
- To actively manage team specific inboxes, ensuring holding responses are sent in a timely manner and that actions are closed out through coordinated responses from the Sustainability Team.
- To exchange information and ideas with others outside own team as a means of keeping up to date with School-wide developments and service improvement opportunities.

Planning and Organising

- To plan and organise own workload to ensure successful delivery of assigned tasks within time frames and objectives.
- To assist in planning and servicing of internal and external meetings (in person, online and hybrid), monitoring agreed action points where appropriate.



Teamwork and motivation

- Be a proactive team player participating in all areas of the day to day and long-term running of the Division.
- Demonstrate flexibility and willingness to be involved in a variety of ad-hoc projects not specifically referred to in job description.
- Take opportunities as appropriate to promote sustainability to LSE colleagues.

Initiative and Problem Solving

- Able to respond quickly and effectively to a varied and pressurised workload.
- Able to recognise when enquires should be directed to another member of the Division.
- Continually seeks ways to improve current levels of administrative support to the Sustainability Team.
- Able to solve unforeseen problems as they arise.
- Able to recognise when problems or complaints should be escalated and brought to the attention of a senior member of staff.

Liaison and Networking

- When involved in a project/ event, to ensure that deadlines are adhered to, stakeholders are kept informed of progress.
- To participate in networks internally (within Divisions closely linked to the Estates remit) to keep channels of communication open and provide a helpful point of contact.
- To participate in networks externally – enabling and maintaining good relations to ensure that individuals are consistently given a positive impression of the School.

Analysis and research

- To perform internet searches for information when required.
- To cross check invoice amounts with prior periods, highlighting any significant changes.

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.