



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: Law School Co-ordinator

Department/Division: Law School

Accountable to: Faculty Affairs Manager

Job Summary

To provide a full range of administrative support to the Dean, Faculty Affairs Manager and Head of Operations to facilitate the smooth running of the Law School

Duties and Responsibilities

Service Delivery

- Supporting the Faculty Affairs Manager with administration relating to Academic and Professional Services Staff recruitment, academic review and promotion, maintaining HR records, processing expenses, hotel and restaurant bookings, ordering catering and booking meeting rooms, Law School meetings and events and other Law School operational tasks
- Under the direction of the Faculty Affairs Manager supporting diary management for the Dean and Associate Dean of the Law School
- Supporting the Head of Operations with administration relating to the Law School's various visiting schemes, including liaising with visitors, onboarding and welcoming visitors, booking accommodation and travel, troubleshooting any issues during their visit, processing of expenses, and keeping records up to date
- Supporting the Head of Operations with the administration related to academic leave
- Digitising records, under the instruction of the Faculty Affairs Manager and Head of Operations
- Taking minutes of Law School meetings as necessary
- Providing cover on Law School reception
- Ad-hoc projects as directed by the Faculty Affairs Manager and Head of Operations

Communication

- Co-ordinating meetings as directed
- Dealing with face-to-face enquiries, telephone calls and email enquiries



Liaison and networking

- Liaising with other members of the Law School's Professional Services staff on a range of issues including meeting organisation and room bookings
- Liaising with other departments across LSE including Conferences, Room Bookings and Catering
- Liaising with academic staff on a range of issues including room bookings and catering orders

Teamwork and Motivation

- Being an active member of the Law School PSS including participating in regular team meetings

Planning and Organising Resources

- Effectively prioritising own workload

Initiative and Problem Solving

- Finding solutions for meetings when none are apparent

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.