



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: Public Affairs Assistant

Department/Division: Communications

Accountable to: Head of Public Affairs

Job Summary

The Public Affairs Assistant will provide support to the LSE Public Affairs team across their portfolio of work, including assisting in preparations for party conferences, undertaking ad hoc political research and analysis, and assisting in the team's internal and external stakeholder mapping and influencing strategies.

Duties and Responsibilities

Service delivery

- Support LSE's relationship with policy makers and opinion formers and assist the Public Affairs team in servicing the School's interests both in the promotion of academic expertise and in anticipating and advising on responses to relevant policy developments.
- Support a programme of political engagement for the School, including internal and external event organisation, working co-operatively with colleagues in other LSE divisions where needed.
- Further support the team's work on international influencing and outreach as required.

External engagement and representation

- Assist in the delivery of the team's series of briefing events on levelling up and regional growth, and LSE's annual conference programme in September / October including events planning and administration, drafting briefings for participants, attending conferences if required, and providing feedback on events and meetings.
- Support the Public Affairs team in building contacts Westminster and Whitehall, identifying LSE's key political stakeholders, and developing positive relationships with stakeholders including think tank officers, researchers, MPs, Government officials, Peers and MEPs.
- Support the Public Affairs team's presence and contribution to external meetings and events such as the Russell Group's Political Affairs Network.

Parliamentary Affairs

- Monitor political developments and LSE mentions in Parliament and on political social media and keep the Public Affairs team up-to-date on developments.
- Work with the Public Affairs team to identify engagement opportunities with Parliament.



- Support the Public Affairs team on a contact programme with priority stakeholders on behalf of the School.
- Undertake analysis and research on political developments and planned UK legislation.
- Help organise and provide support on engagement events such as parliamentary dinners and MP briefings.

Government Relations

- Assist the Public Affairs team in developing and fostering among colleagues a strong understanding of Government political and policy priorities.
- Assist the Public Affairs team in creating a senior level contact programme with Whitehall and Ministerial stakeholders on behalf of the School.
- Help maintain a network of contacts among officials in key government departments to assist the School explain the impact of, or respond to, policy developments.
- Undertake analysis and research on political and governmental events and announcements, providing advice to the Public Affairs team on School responses and positions where appropriate.

Internal Coordination and Liaison

- Develop and enhance relationships with the professional services staff within the Communications Division.
- Support the Public Affairs team in identifying academics who are interested in engaging in impact, knowledge exchange and raising the profile of their research and LSE.
- Assist with the production of the weekly internal Public Affairs News circulated across the School.

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.



THE LONDON SCHOOL
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POLITICAL SCIENCE ■

