



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: PhD and Research Co-ordinator

Department/Division: International Relations

Accountable to: Programmes Manager (PM)

Job Summary

The post holder has administrative responsibility for day-to-day matters relating to students on the International Relations Department's MPhil/PhD Programme and acts as the primary point of contact for the programme for students and academic staff. The post holder will also provide support for Departmental research which will include working on the REF process, minuting Research Sub-Committees.

Some key tasks:

- Undertake all aspects of programmes administration for the Department's MPhil/PhD programmes
- Work closely with the Programmes Manager (PM) to ensure the effective, consistent and efficient service delivery of research programmes to students and academic staff, ensuring they comply with School policy and practice guidelines
- Act as the first point of contact for the research programmes and Providing accurate and timely information and advice to staff and students with reference to the Programme Regulations, updating information annually and supporting the development of PhD programme documentation.
- Coordinate activity for department Research to ensure streamlined administrative processes and improved quality of service for faculty;
- In busy periods, assisting the Programmes team with admissions, welcome week, course choice and assessment administration processes.



Key Competencies

Planning and organising

- Operating and maintaining effective information systems for student records, including SITS and LSE for You platforms
- Updating and circulation of pre-registration information to all prospective PhD students
- Planning and organising the Orientation Week for new PhD students, including organising meetings and providing the students with necessary orientation material (department information, supervision arrangements, handouts etc)
- Organising and servicing PhD and Research committees
- Tracking the Department's financial commitments to the PhD programmes and departmental research grants, exercising judgement as to when issues require escalation.

Communication

- Acting as a first point of contact for current and prospective PhD students, dealing with enquiries in a professional and timely manner, providing advice and guidance as necessary.
- Relaying information, reminders and queries to the Doctoral Programme Director and other academic staff, exercising judgement as to the format, content and level of detail necessary
- Supporting and ensuring effective communication between the Department, students and PhD Academy by acting as the main contact for programme related issues, following up on resolutions.
- Working with the Programmes Manager to maintain and support the development of PhD documentation, including the student handbook, FAQs, and School documentation such as the prospectus, calendar and course guides. Exercising initiative in recognising and planning for revisions required.

Teamwork and motivation

- Contributing actively and positively to the administrative team and to the Department
- Organising and taking responsibility for own workload.
- Proactively contributing to and supporting implementation of best practice developments

Initiative and problem solving

- Managing own workload with minimal supervision, and taking responsibility for advising academic staff and colleagues of upcoming deadlines, in order to ensure timely completion of tasks
- Contributing to the development and improvement of the Department's PhD programme, including responding proactively to feedback from students



- Contributing to the development of the Department's Research Knowledge Exchange and Impact frameworks and processes.

Liaison and networking

- Liaising with other LSE support departments e.g. PhD Academy, Financial Support Office, and Student Services to ensure the smooth operation of PhD processes.
- Establishing effective networks within the School or externally that support the processes involved in delivering the PhD programme.

Service delivery

- Proactively delivering the smooth operation of the PhD programme and associated tasks, in liaison with academic colleagues.
- Providing an efficient, helpful, accurate and effective information service to students
- Overseeing the work of the PhD Cluster co-ordinators, responding to their queries quickly and efficiently.
- Taking minutes of PhD and Research committee meetings
- Proactively supporting the administration of the REF exercise, liaising professionally with staff, Research Division and external contacts as required.
- Respecting the confidentiality of sensitive information, recognising where a problem should be referred elsewhere

Pastoral Care and Welfare

- Acting as a first point of contact for students with concerns or problems and referring them to the relevant service within the School as appropriate.

Flexibility

- To deliver services effectively, a degree of flexibility is needed, tasks listed are not exhaustive and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**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.