



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: Personal Assistant and Research Administrator

Department/Division: International Development
Accountable to: Director

Job Summary

To provide PA support to Professor Mary Kaldor, managing her diary and meeting arrangements, travel and correspondence. Also to provide day to day administration for Professor Kaldor's research projects, with responsibility to ensure that all aspects of the projects run smoothly. Working closely with the Director, you will assist in supporting research activities such as organising seminars or workshops and processing commissioned research outputs for payment and organising contracts, developing systems for filing and data handling. You will provide financial monitoring and budget reporting for funds relating to all of Mary Kaldor's research activities, ensuring compliance with School financial regulations in all aspects of financial undertakings, liaising with the relevant School departments as appropriate.

Duties and Responsibilities

Service Delivery

To provide PA functions for the Director; responding to general enquiries, filtering the Director's mail, assisting with correspondence, managing diary and travel arrangements, providing relevant documents and information for meetings, teaching and travel, and other related duties as required.

To be the first point of contact for internal and external enquiries relating to the Director and her activities.

To assist the Director in organising and servicing key meetings, taking minutes and following up on related tasks, including circulating agendas and papers in advance, assisting in travel arrangements and submitting catering requests.

To compile or assist in annual written progress reports and annual accounts for internal and external use in collaboration with the Research Division or Finance Division as appropriate, collating and presenting information in the most appropriate format, drawing on records kept and maintained through the year.

To ensure that all administrative aspects are operating smoothly, such as maintaining accurate and up-to-date files, maintaining the Unit's website and social media, invoice processing, photocopying and filing, ensuring that all is undertaken in compliance with School regulations and data handling guidance.

To ensure that procedures, processes and record keeping are efficient and accurate, making recommendations and implementing improvements when needed and in line with School regulations.



Communication

To conduct all aspects of administration in a professional and responsible manner, for example, when liaising with external audiences and partners as the representative of the Director.

To track enquiries and manage contacts for a variety of activities relevant to the Director, ensuring data protection and other relevant policy and procedure are adhered to.

To maintain effective and open channels of communication with colleagues, especially when delegated tasks, ensuring clarity of understanding and expectations so that tasks are delivered accurately and effectively in line with core objectives.

Teamwork and Motivation

To provide a point of contact and some administrative support to PhD students, short-term research fellows, occasional researchers and others related to the Director activities.

To provide administrative support to colleagues associated with the research projects in any project related activities, including travel arrangements, invoice processing, budget reporting and dissemination of research activities undertaken. Offering guidance on administrative matters to assist them in their work and decisions.

Willingness to seek best practice in the School and contribute to changes in School policy and procedure according to knowledge developed that encourages a supportive research environment for staff.

To conduct research tasks, such as internet searches, for information as required by the Director or research programmes demands.

To contribute actively to the effectiveness of the team and to the Unit's objectives. To proactively support implementation of best practices.

Liaison and Networking

To monitor grant expenditures in collaboration with appropriate LSE departments, liaising with colleagues in Research and Finance, and tracking commitments as they are made to ensure the budget is not over committed or under spent.

To develop effective working relationships with colleagues across the School as relevant to the demands of the Director's activities, to ensure School policy and procedure is implemented at all times, developing internal processes that engage these appropriately.

Decision Making

To take decisions on day-to-day elements of the Unit's activities either with or without the Director as deemed/agreed to be appropriate.

To be able to take decisions within existing procedures and practises.

To know when to refer matters to a more senior member of staff or when to seek guidance from another area of the School in order to carry out support activities in an effective and compliant way.

To identify and implement strategies to make best use of funding to achieve the research framework goals and milestones.



Planning and Organising Resources

To manage the workload and priorities of the Director, liaising with her research associates as required to schedule in meetings and efficiently assist in managing urgent and non-urgent issues.

To ensure financial resources are in order, maintaining accurate records to permit accurate recall of data relating to budgets and financial commitments, ensuring timely payments and following up on errors or late payments as appropriate.

To manage own time effectively and efficiently, working with limited supervision, by planning own schedule and priorities having fully understood the projects aims and objectives in order deliver activities on time and on budget.

Ensuring knowledge of financial and other procedures and policies in the School is kept up to date and used to influence decisions towards appropriate and manageable tasks. Seeking clarification and advice from colleagues as necessary.

Checking in regularly with the Research Division on expenditure and ensuring planned commitments are suitable within the award before proceeding.

Initiative and Problem Solving

To work on own initiative to ensure an efficient and effective service is provided to the Director and the Unit's research associates.

To plan sufficiently to recognise areas of concern, suggesting alternative solutions where available.

To respond with due diligence in matters relating to the Director's schedule or work priorities, seeking solutions to managing the workload effectively and supporting the Director in making timely and informed decisions on matters as they arise.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, 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.

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.