



## 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:** Institute Administrator

**Department/Division:** Grantham Research Institute on Climate Change and the Environment  
**Accountable to:** Institute Administrator (Events)

## Job Summary

Working in a team of four institute administrators, this role is responsible for the provision of efficient, professional and proactive administrative support to Institute staff, students and visitors as a first point of contact. The post holder will be responsible for office-based requests, including meeting support and event activity, as well as travel and other bookings that may be required.

Working closely with their line manager, this role will support the office environment and facilities that enable others to work effectively through efficient processes and support, liaising with other areas of the School as required. They will also support a variety of events and activities that are planned (such as public lectures, workshops, conferences, seminars) or arise ad hoc from the various teams of research and policy colleagues. The Institute administrative team is organised to be able to provide cover for one another in absences, but each will have particular areas of responsibility defined by the Institute Manager. In this role the other defined responsibilities include particular responsibility for our Research Seminar Series and GRI Workshops, with additional support to other event related activities. Specific tasks will vary depending on the needs of the research and policy teams in the Institute and activities arising and may include conference support, public events, workshops, round tables and high-level meetings.

## Duties and Responsibilities

- To provide the efficient organisation of office-based activities, responding to needs as they arise and proactively putting efficient processes in place
- Provide general office duties such as responding to enquiries and managing several mailboxes, circulating papers and information as directed, ordering stationery, organisation of meetings, catering, diaries and travel arrangements, circulating news and information;
- To act as first point of contact for the Institute, welcoming and assisting visitors, handling preliminary enquiries in person, on the telephone or through email and where appropriate responding on behalf of the Institute;
- To take responsibility for all work requests and be the point of contact with the service departments at LSE, such as Estates, IT and Security and help manage the office facilities;
- To maintain up to date records and floor plans to assist the Institute Manager in planning use of office space and that equipment needed is in place and in good condition.



- To assist with financial processes, in particular in the processing of staff expense claims and payments and placing orders for authorised expenditure;
- To provide additional support for recruitment campaigns for both staff and students (including hourly paid contracts), though the organisation of interviews, liaising with candidates and panel members and the induction of new staff to the Institute as required;
- To assist with and take responsibility for the organisation of seminars, conferences, workshops and other events both at the LSE and elsewhere in the UK; liaising with venue managers, academic organisers and participants, scheduling room bookings, organising accommodation, travel and hospitality.
- To oversee and assist with small projects, such as office moves or one off events;
- To contribute to the maintenance and development of the office record system, including the maintenance of an extensive contacts database and a database of the Institute's activities, with awareness of data protection requirements.
- To support colleagues with making travel bookings through the LSE travel provider.
- Provide secretarial and administrative support to the Institute Director and Manager.

#### **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 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.

#### **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.



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