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: Research Administrator (1 year fixed-term)

Department/Division: Department of Methodology | **Accountable to:** Department Manager

Job Summary:

To manage all aspects of research in the Department of Methodology, including: the PhD programme, research grants, financial activity, and data science research projects. To initiate and coordinate research meetings and events.

To monitor budgets and spending in the Department. To provide academic staff with regular reports of their spending, and to ensure spending limits are adhered to.

To work closely with the department manager to project manage a range of long term and short term business improvement initiatives aimed at improving Department systems and processes.

To provide comprehensive diary management, meeting and appointment prioritisation and travel booking for the Head of Department.

Duties/Responsibilities or HERA Competencies

Management of the MPhil/PhD degree programme:

- To be the first point of contact for all MPhil/PhD enquirers, applicants and students, using initiative and decision-making to devise an appropriate response. To advise students on a range of issues, including students facing difficulties and/or who are in distress, and to deal with such issues in a sensitive and appropriate manner.

- To pro-actively support the Doctoral Programme Director in activities relating to admissions, induction, upgrades and graduation. To ensure that decisions on applications are correctly recorded and actioned within the School's agreed timeframes.

- To work with the Doctoral Programme Director to update and publish the PhD handbook annually. To proactively improve the handbook based on feedback from students and good practice in other areas of the School.

- To use SITS (School database) and LSE for You (School intranet) to manage PhD student records; and to work with the PhD Academy to ensure the Department's data is accurate and current.

- To represent the Department at the School's PhD Administrators' Forum in a positive and proactive manner and to feed into School initiatives.

Research activity within the Department:

- To manage research project finances including processing expense claims and invoices, producing financial reports, liaising with LSE Finance/Research Division and academic staff regarding any queries and issues concerning expenditure and School procedures.

- To ensure prompt and accurate processing of invoice payments and staff expenses and to maintain financial records.

- To produce reports or analysis with regard to research as and when required for statistical data analysis, such as information about completion rates. To analyse and explain financial data to staff in the Department.

Data Science Research:

- To act as the main administrative point of contact for Data Science research in the Department.

- To manage Data Science finances in liaison with academics and the Department Manager and to have responsibility for processing all expense claims relating to Data Science research projects.

- To co-ordinate, and at times initiate, Data Science research events and meetings.

- To liaise with both internal and external senior stakeholders.

Estates

- To be the main point of contact between the Department and the School's Estates Division for reporting Estates and maintenance issues.

- To coordinate office moves for the Department, and salto access for new starters.

- To regularly inspect communal areas in the Department to ensure that these are maintained to a high standard, and to report any issues promptly and appropriately.

Personal Assistance and Special Projects:

- To provide comprehensive diary management, meeting and appointment prioritisation and travel booking for the Head of Department, including arranging meetings and appointments.

- To provide general assistance and support to the Head of Department and the Department Manager.

- To work closely with the department manager to project manage a range of long term and short term business improvement initiatives aimed at improving Department systems and processes.

General:

- To co-ordinate visitors to the Department, including Visiting Fellows, Visiting Research Students and other short-term visitors. To take the lead on developing an application process for the department, consulting with colleagues across the School on good practice in other departments. To discuss applications with the Doctoral Programme Director. To co-ordinate visits, and to pro-actively keep applicants informed of the progress of their application.

- To attend and contribute to, where relevant, Department and School meetings (including the LSE PhD Administrators' Forum); and to service the Department Meeting and the PhD Staff Student Liaison Committee.

- To support the annual recruitment of Graduate Teaching Assistants in the Department.

- To take responsibility for health and safety and business continuity in the Department, and to conduct audits in these areas.

- To liaise with departments across the School in relation to implementing and developing a range of activities, e.g. Graduate Admissions, Research Division, Registry, Conferences, Reprographics, Finance, Estates and the PhD Academy.

- To be responsible for ordering stationery for the Department.

- To be an active and positive member of the Department of Methodology Professional Services Staff Team.

- To work closely with the current Department Administration and Academic team to ensure a high standard of service is delivered to all stakeholders.

- To proactively approach the role and use own initiative to evaluate and improve working practices and procedures where appropriate.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.