



## 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 post holder.

**Job title:** Faculty Affairs Co-ordinator

**Department:** Management

**Accountable to:** Faculty Affairs Manager

### Job Summary:

The post holder is a key member of the Faculty Affairs team which supports the effective delivery of the Department's HR processes, including faculty recruitment, faculty review and promotions and PSS staff development. The post holder, amongst other duties, is required to (i) act as a key administrative contact for faculty and Faculty Group Leads; (ii) communicate effectively with faculty members, PSS staff and external organisations; (iii) organise the faculty group seminar series; (iv) actively contribute towards the Faculty Affairs annual planning process; (v) co-ordinate PSS staff development activities; and (vi) contribute constructively to the Faculty Affairs Team and the wider Department.

### Duties and Responsibilities

#### Communication

- To respond in a professional and timely manner to a wide range of faculty affairs related enquiries.
- To communicate effectively with stakeholder groups e.g. faculty, candidates, academic visitors and external organisations; and to ensure effective communication between different groups as appropriate.
- To prepare and maintain comprehensive manuals for all relevant administrative process.

#### Teamwork and Motivation

- To actively contribute to the team and the wider Department, providing suggestions for improvement and development; and to participate in activities not necessarily linked to the Faculty Affairs Team.
- To take a proactive approach towards personal and professional training and development.
- To participate constructively in team meetings, one-to-one meetings and wider Departmental meetings.
- To offer ad hoc support to the Operations Team during busy periods and provide cover during periods of absence.

#### Service Delivery

- To support the administrative delivery of a number of faculty related activities e.g. departmental seminar series, conferences, and candidate presentations; including room bookings, catering orders, accommodation etc.
- To manage the diary of the Department Manager and provide ad hoc administrative support when needed.
- To act as a first point of contact for Faculty Group Lead enquiries; proactively maintaining an up to date knowledge of the Department's policies and procedures and referring complex queries to the Faculty Affairs Manager where appropriate.
- To service faculty group meetings and other departmental meetings as appropriate.



- To proactively engage in continuous review and improvement, ensuring that processes remain as effective as possible and that the highest levels of service delivery are maintained at all times.
- To maintain an outstanding level of attention to detail in all aspects of the role.
- To understand the wider School and Departmental context and, in response to evolving Departmental needs, proactively identify and progress other activities consistent with the grade of the post.

#### **Planning and Organising Resources**

- To actively contribute to the annual planning process for the Faculty Affairs Team. This includes identifying potential issues; the clear communication of deadlines; accommodating School initiatives; and providing accurate management information.
- To monitor expenditure for faculty affairs related activities and to deliver activities within the agreed budget.
- To plan, prioritise and organise own day-to-day work in accordance with deadlines and agreed objectives.

#### **Initiative and Problem Solving / Decision Making**

- To make independent operational decisions on a daily basis, working with limited supervision and using initiative and judgement to solve day-to-day issues with flexibility and timeliness.
- To use creativity to solve problems where the solution is not immediately apparent.

#### **Flexibility**

- To deliver services effectively, a degree of flexibility is required and, during particularly busy times, such as the start of the academic year and during recruitment cycles, the post holder may occasionally be required to work outside normal office hours.
- To undertake other duties, which are consistent with the nature and grade of the post, in response to Departmental needs.

#### **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.