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: Contemporary Turkish Studies Administrative & Research Assistant

Department: **European Institute**	**Accountable to:** **Chair in Contemporary Turkish Studies**

Job Summary

The post-holder will provide efficient administrative support to the Chair and the academic team in Contemporary Turkish Studies (CTS), assisting with all aspects of their professional agenda, liaising with internal and external individuals and organisations, so as to maximise the effectiveness and impact of the work carried out by the European Institute's Contemporary Turkish Studies. They may also be asked to contribute to data collection in research projects.

Duties and Responsibilities

- Act as Secretary to the CTS Advisory Board: preparing and distributing agendas and related papers, attending meetings and acting in an advisory capacity about student matters, writing and circulating the minutes, and ensuring all actions are followed up.
- To administer and update the Contemporary Turkish Studies website, and/or assist with other digital communications, as requested by the Turkish Chair and/or senior EI management.
- Undertake financial administration, including reclaiming expenses, keeping suitable records, charging costs to relevant budgets and liaising with the Finance Division where necessary.
- To assist with CTS events, seminars, workshops and other event-related activities.
- Identifying appropriate methods of investigation or analysis according to data and objectives.
- Conveying complex conceptual ideas or complex information which may be highly detailed, technical or specialist.
- Interpreting and analysing patterns or trends in data.
- Managing large scale databases.
- Conducting literature reviews.
- Assisting in the writing of reports.
- Contributing to the organisation of conferences, seminars and workshops.
- Disseminating work to the wider community through newsletters, emails, the CTS website and social media. Managing these forums to increase the visibility of the work undertaken by CTS.
- Managing own research and administrative activities, with guidance.
- Demonstrating a knowledge of theory, methods and practice and demonstrating development through acquisition of relevant skills and competencies.

European Institute Administration
- Supporting team members to reach common goals.
- To attend and contribute to Department meetings, including bringing items of relevance to the various meetings for discussion.
- To assist, during significant pressure points, other areas of the EI's professional services team.
- To compile information and data, and to report this to management/relevant committees as required.
- To carry out routine office tasks such as filing, photocopying, mail outs and room bookings.
- To ensure compliance with departmental/School legal obligations, including under General Data Protection Regulations (GDPR), the Equalities Act 2010, and the Freedom of Information Act.
- To uphold the School's commitment to ethics.

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.