



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: PhD Programme and Event Coordinator

Department/Division: Psychological and Behavioural Science
Department Manager

Accountable to:

Job Summary

The main purpose of the role is to support the effective delivery of the PhD programme in the Department and support all departmental activities. This includes coordinating key aspects of the administration of the Programmes, event organisation, room bookings, facilities management and requires the post holder, amongst other responsibilities, to (1) act as a key administrative contact for the Programmes, (2) communicate effectively with a wide range of staff, students and external organisations; (3) work closely with the PhD programme directors and actively contribute towards the annual planning process; (4) ensure compliance with School policy and practice guidelines; and (5) contribute constructively to the professional services team and the wider Department (6) Manage supplies requirements for the department (7) Organise LSE Alumni activities (8) Organise teaching, research and Cumberland lodge away days (9) General office management.

Part-time role – 24.5hrs per week.

Duties and Responsibilities

Communication

- To provide prospective students with information, advice and guidance both verbally and in writing.
- To communicate effectively, including via social media, with all stakeholders e.g. prospective students, offer holders, current students and alumni; and to ensure effective communication between the different groups as appropriate.
- To provide advice and guidance to students and colleagues on potentially complex LSE rules, regulations and administrative processes.
- To prepare and maintain comprehensive manuals for all relevant administrative processes PhD programme.

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 Programmes.
- 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 other team members during busy periods and provide cover during



periods of absence.

Liaison and Networking

- To liaise with a variety of key personnel and departments across the School to ensure the effective delivery of the Programme and a high quality student experience.
- To represent the Department and School at internal and external events.
- To actively contribute to internal and external networks and to build links for the benefit of the programme and the Department.
- To liaise with Estate Division to facilitate operational needs of the Department.

Service Delivery

- To assist with the development and presentation of induction sessions to new students.
- To provide support for PhD student events such as seminars and the annual research day.
- To coordinate the PhD annual progress report process.
- To proactively engage in continuous review and improvement, thereby ensuring that processes remain as effective as possible and that the highest levels of service delivery are maintained at all times.
- To act as a first point of contact for students who might be experiencing difficulty; proactively maintaining an up to date knowledge of the School's support service provision and referring students for advice and support where appropriate.
- To manage locker allocation for PhD students.
- To maintain the Departmental display cabinets.
- To maintain the Department stationery requirements
- To maintain General needs of the Office by contact LSE Facilities Management team.
- 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, be able to proactively identify and progress initiatives and activities consistent with the grade of the post.
- To manage expenses process for the department and liaise with Department Manager and Finance and Research Division.

Planning and Organising Resources

- To actively contribute to the annual planning process for the Programmes. This includes identifying potential issues; the clear communication of deadlines; accommodating School initiatives (especially those concerning the student experience) and providing accurate management information.
- To coordinate the processes relating to teaching timetabling, student course choice and seminar sign-up.
- To plan and organise student events, including orientation and Welcome Week activities.
- To prepare and maintain programme and course materials. This includes student handbooks and materials on the School's virtual learning environment and reading list systems.
- To coordinate the assessment processes for PhD upgrades and vivas
- To manage the ESRC Research Training Support Grant budget and applications for financial support.
- 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 in a variety of areas. To work with minimal supervision and use initiative and judgement to resolve 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 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.