



## 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:** Hellenic Observatory Administrator

**Department/Division:** Hellenic Observatory, European Institute  
**Accountable to:** Hellenic Observatory Manager

### Job Summary

To provide administrative support to the Hellenic Observatory (HO) Director, Deputy Director and Manager. Main duties include acting as first point of contact for enquiries; general office duties; providing high level administrative assistance to the HO Manager in the management of the HO's events programme in the UK and in Greece/Cyprus; undertaking budget processing operations; using content management system to update the unit's web pages; supporting the HR recruitment process and visiting fellowships.

### Duties and Responsibilities

#### Administration

- Acting as the first point of contact for general enquiries including telephone enquiries and visitors and responding or redirecting as appropriate; managing the Hellenic Observatory's email accounts, responding to emails and routing emails as appropriate.
- Responsibility for the general day to day office duties for the Hellenic Observatory and being accountable for the every-day upkeep and running of the office. (i.e. photocopying, filing, database updates); using own initiative to identify new filing systems and archiving of folders in a correct and orderly manner and implementing such.
- Dealing with the daily post both in and out of the HO; liaising with the post room for collections where necessary; arranging courier despatches via the LSE on-line system.
- Providing administrative support to the HO Manager with the unit's appointment process for visiting and contract staff; responsibility for the vacancy announcements and publicity timeline; assisting with the on-line recruitment processes; dealing as necessary during the process with any queries; being the main contact in assisting all new staff on their arrival at LSE with their IT and space requirements.
- Working as an integral part of the administrative support team, ensuring co-ordination of effort and effective work practices.
- Communicating with School services to ensure the needs of the Hellenic Observatory are met to include: booking rooms, requesting catering for meetings and maintaining stationery supplies through the Schools recognised office supplier.



- Maintaining and upgrading the Hellenic Observatory's resources and equipment by making purchases of materials and equipment as necessary; monitoring and renewing levels of stock, equipment or supplies according to the Schools ordering procedures.
- Supporting the HO Manager in financial procedures, such as monitoring budgets, raising requisitions, processing events expenses, invoices and claims using the LSE's One Finance system.
- To be responsible for co-ordinating the Hellenic Observatory's termly 'planning meetings', drafting the agenda, attending the meetings, contributing to the agenda by bringing items of relevance for discussion and reporting with information and data, as needed, and to take minutes.
- Contributing ideas to the marketing and promotional strategies for the HO.
- Preparing and formatting a wide range of documents including reports, letters, agendas, minutes; Assisting the Hellenic Observatory Manager with the preparation and editing of the annual Hellenic Observatory Advisory Board Report and the annual Departmental Research Unit Report; updating spreadsheets and databases accurately, running and presenting standard reports as required; identifying and undertaking straightforward analysis, manipulations and interpretation of data, including statistical information obtained from the library and web services team in the preparation of the unit's annual report, liaising with printing firms and setting appropriate schedules.
- Providing assistance where necessary on the HO's Research Programme and Calls, such as publicity and web page information and updates.
- Maintaining the HO Library in correct order and updating the library index as necessary; responsible for the HO Library log-book; sourcing and ordering books for HO staff and for staff courses (where required) and for the HO library.
- Booking travel and accommodation for staff or visitors as necessary.
- Liaising with relevant colleagues within the Institute and School, including those linked to LSEE Research on South Eastern Europe and the Turkish Chair, to ensure effective coordination.
- Ensuring compliance with the HO and School's legal obligations, including LSE's Equality, Diversity and Inclusion (EDI) policies and Ethics Code, the General Data Protection Regulation (GDPR), and the UK's Equalities Act 2010, and the Freedom of Information Act.

#### **Public Events**

- Assisting the HO Manager with the organisation of the Hellenic Observatory's busy events programme, in London and in Greece/Cyprus, often in collaboration with external partners.
- Taking on the overall processes for the smaller HO events i.e. bi-weekly Research Seminar Series.
- Assisting with the arrangement of appropriate facilities and services such as AV set up, catering, travel, accommodation etc.
- Being responsible for mail-outs, publicity & marketing (pre & post event) via social media mailing lists, appropriate press agencies and preparing briefings for the HO website using own initiatives to boost the Hellenic Observatory's public profile.



- Managing and updating relevant databases; following up with post event feedback to establish and set standards for the improved processes, monitoring progress and using own initiative in adjusting methods accordingly for implementation of new systems and methods; communication with the offices of high profile speakers, and dealing with press and guest enquiries.
- Designing and producing events publicity material, including relevant print materials (e.g. brochures, booklets) for larger scale events.

#### **Public Relations**

- Representing the Hellenic Observatory in external calls and contacts in the UK and overseas, including senior VIP's and high- ranking government officials.
- Taking initiatives to boost the Hellenic Observatory's contact networks, participating in external networks and contributing in relevant meetings with Hellenic Observatory staff.

#### **Planning and Organising**

- Effective planning and organising own (and team's) allocated work activities.
- Supporting short term projects including logistics planning for events and publications, liaising with the HO Manager as necessary.
- Ensuring a range of practical and routine activities are scheduled and delivered to agreed deadlines and standards using prescribed or specialist methods.

#### **Initiative and Problem Solving**

- Being responsible for managing projects and addressing any problems that may arise, using own initiative where necessary and if required in consultation with the HO Manager to resolve issues.
- Taking experiences into consideration and identifying and resolving straightforward problems and identifying and implementing new initiatives.

#### **Knowledge and Experience**

- Having extensive working knowledge of their own area and sharing and consulting with others as and where appropriate; familiarity with work priorities and those of others.

#### **Marketing & Communications**

- In collaboration with the HO Manager being responsible for the HO's publicity relating to external and international events, promoting research opportunities and staff recruitment opportunities.
- Promoting Hellenic Observatory publications and staff media outputs; using a content management system to update the HO web pages and social media updates as appropriate to these tasks
- Being responsible for maintaining and promoting the HO's profile in Greece and Cyprus and forming relationships with external bodies for the advancement of such.

#### **Publications**

- Being responsible for the HO's publications, providing editorial assistance and copy-editing; formatting and producing electronic and hard copies as necessary, implementing the mail out and promotion of such.
- Overseeing and disseminating the HO's discussion paper series 'GreeSE', and assembling



statistical information in measuring the research output of such publications via library resources.

#### **Teamwork and motivation**

- Contributing to the HO's' termly planning meetings.
- Being proactively involved with and working with colleagues in the European Institute and other School departments.
- attending committee meetings as relevant to their duties such as catering, events and IT; interacting with the HO student interns and working together with them on specific projects and follow up.

#### **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.