



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: Research & Faculty Affairs Assistant

Department/Division: European Institute

Accountable to: Department Manager

Job Summary:

- This role works closely with the EI's Research and Faculty Affairs Manager, supporting the department's research, faculty affairs, and finance activities. This role also acts as an assistant to the Department Manager, as required.

Duties/Responsibilities

Faculty Affairs

- To assist with faculty HR activities, including the management of departmental files and the submission of statutory paperwork.
- To support the department's financial activities, including the processing of expense claims.
- To update academic 'people' webpages.
- To support in the recruitment of research and academic posts.
- To support in higher level departmental meetings, including the EI's Advisory Board.
- To support the Department Manager with staff 'on-boarding' processes: issuing IDs, IT accounts, keys, the production of door signage.
- To assist with general faculty affairs as directed by the Department Manager or Research & Faculty Affairs Manager.

Departmental Research Activities

- To assist with the administration of the department's Research Excellence Framework (REF) submissions.
- To assist with Staff Research Fund (SRF) and research-related budget (e.g. RIIF) expense claims.
- To assist academics with questions related to expense claims and SRF budgeting.
- To assist with the administration of the EI's Visiting Fellows programme, including processing of applications and the 'on boarding' process.
- To update to the Department's research website, including creating and managing related webpages.
- To assist with secretarial duties for the Research Committee, and/or other relevant strategic committees within the Institute as requested, including: preparing and distributing agendas and related papers, attending meetings, writing and circulating minutes.
- To assist with the organisation of the Europe@LSE seminar series, PhD Workshops, and other research symposia/workshops: including booking rooms, IT equipment and catering; publicising the events; maintaining the list of attendees; circulating relevant papers; and updating the



Institute's website with the events' details.

Administrative support to the Department Leadership team

- To provide high quality administrative and secretarial support for the Department Manager as required. This may include: diary management, organisation of meetings, email prioritisation and management and assistance with drafting email communications.
- To work closely with the Research and Faculty Affairs Manager to support this role in their duties: faculty affairs, research administration, finance/HR administration, PhD programme administration.

European Institute Administration

- To use initiative and judgement, and to have the ability to give particular attention to detail.
- To act as a departmental receptionist, directing guests to the department as appropriate.
- To serve as office manager: reporting faults to Estates, and ensuring the general oversight and upkeep of department facilities.
- To assist with delivery of European Institute post, and with bookings for the department's meeting room.
- To administer and update the website, as requested by senior management and the Events and Communications manager.
- To post relevant news/information to departmental social media channels.
- To assist with servicing committee meetings as requested, including: booking rooms and arranging catering, distributing the agenda and related papers, writing and circulating the minutes, and ensuring actions are followed up.
- To liaise with other members of Institute staff to ensure the efficient and effective delivery of the EI's degree programmes and services.
- To assist with the department's events and alumni activities, as appropriate.
- To attend and contribute to Institute meetings, including bringing items of relevance to the various meetings for discussion.
- To assist the department's administrative management team as needed; the Department Manager, Deputy Department Manager, and Events and Communications Manager.
- To assist, during significant pressure points, the department's PhD programme and research, events, and faculty affairs activities.
- To attend relevant School-level meetings as requested by the Research and Faculty Affairs Manager or Department Manager.
- To compile information and data, and to report this to management/relevant committees as needed.
- To carry out routine office tasks such as filing, photocopying, mail outs and room bookings.
- To ensure compliance with the Institute and School's 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 is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

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.