



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: Assistant to the Research Director

Institute: Marshall Institute for Philanthropy and Social Entrepreneurship
Accountable to: Professor Nava Ashraf

Job Summary

The purpose of the role of the Assistant to the Research Director is to provide proactive administrative and project support and coordination to Professor Nava Ashraf, the Marshall Institute for Philanthropy and Social Entrepreneurship's Research Director and LSE Professor for Economics, thereby being central to the planning, execution and dissemination of world-leading research.

The key focus of the role is to coordinate the Research Director's professional agenda, including diary, inbox and complex travel management. The role furthermore involves working closely with the Professor's research teams, providing administration to research projects, teaching and research events. As a key member of the Research Director's team, your initiative and creativity will be crucial to ensuring the successful completion of cutting-edge research projects.

Duties/Responsibilities

Diary, inbox and travel management

- To coordinate a professional agenda and commitments across a portfolio of projects. This involves developing a detailed understanding and being aware at all times of the Research Director's commitments and projects across research and teaching, acting as a first point of contact for meeting request and general enquiries, managing a complex schedule, prioritising competing demands on time in line with current and longer term priorities, and advance planning and scheduling to ensure deadlines are met and research projects completed successfully.
- To plan and organise regular and ad-hoc meetings, including booking rooms, organising refreshments, setting up conference calls.
- To plan and manage complex international travel itineraries across time zones, including booking travel and accommodation, arranging visa and travel documentation, processing reimbursements of travel costs.
- To prepare briefings for meetings, decisions, overseas travel, and public engagements, and drafting materials and arranging briefing sessions with relevant colleagues where required.
- To respond flexibly and pro-actively to requests for information or assistance from internal and external stakeholders, referring them to relevant colleagues or answering on the post-holder's own initiative where appropriate.
- To develop strong working relationships with a wide range of internal and external contacts to ensure a free and timely flow of information and communicating between the Research Director, her research teams, her students, LSE staff and other stakeholders.



Research administration

- To support the efficient administration of research projects and research funds, including contributing to proposal preparation, grant management and reporting.
- Independently, or jointly with the Research Manager, manage research and project budgets from a variety of funding sources, including setting up budgets, authorising and monitoring spend, seeking timely authorisation where appropriate, internal reporting, processing invoices and expenses, and maintaining accurate records of approved expenditure.
- To prepare and coordinate hourly-paid contracts, ensuring contracts are issued as advised by the Research Director, and managing timesheet submission.
- To plan and organise regular and ad-hoc events, such as conferences, seminars and workshops, including booking venues and catering, inviting and liaising with guests, taking overall responsibility for the smooth running of events.

Teaching administration

- To liaise with teaching programme offices at LSE and other universities to schedule teaching throughout the academic year.
- To provide support to marking, ensuring marking is completed on time and in line with LSE regulations.
- Booking and setting up suitable teaching rooms and IT equipment, ensuring that teaching runs smoothly.
- Proofreading and printing teaching materials.
- Uploading and maintaining teaching materials and reading lists on Moodle.
- Acting as the first point of contact for student enquiries and requests, answering administrative queries and booking office hours.

General administration

- To introduce and continually review and improve systems and processes that ensure optimum utilisation of time and resources.
- To show initiative, flexibility and creativity in solving problems within own area of responsibility when they arise. To anticipate problems that may arise and prepare for them.
- To take lead responsibility for maintaining and developing the Professor's academic and departmental web presence, ensuring information is up-to-date and easily accessible.
- To maintain an effective and efficient filing system, both electronic and paper based.
- To proof-read and/or format documents, spreadsheets and presentations and arrange print and photocopying.
- To order supplies and equipment as required.
- To maintain a database of internal and external contacts.
- To understand, analyse, summarise and convey information obtained from research conducted on a wide range of operational and project related topics, to present the information clearly and accurately in the most appropriate format, and to evaluate and make recommendations on the most appropriate course of action should different options present themselves.
- To be an active member of different project and departmental teams at LSE and across stakeholders, understanding the common goal of each team and bearing joint responsibility for ensuring each team's objectives are achieved. To understand co-workers' roles and pressures and offer support, advice and assistance when possible.

**Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.