



## 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:** Projects Assistant

**Department/Division:** Middle East Centre

**Accountable to:** Research Officer & Deputy Director, Middle East Centre

### **Job Summary:**

The Projects Assistant will be responsible for the provision of efficient, comprehensive and proactive administration and research support for a number of research projects run by the Centre.

### **Duties and Responsibilities**

#### **Project Administration**

- Act as the key point of contact for Principal Investigators and other colleagues working on the projects.
- Provide administrative and research support in running the projects.
- Monitor and administer the budget of each project.
- Monitor project timeline, reporting and outcomes.
- Liaise effectively with LSE Research Division in the management of the projects.
- Organise all activities within the projects. These may include: fieldwork; workshops; seminars; conferences; publications.
- Assist in the preparation of financial and narrative reports for the funders.
- Assist the Projects Coordinator and other colleagues on other projects and tasks when required.

#### **Events**

- Organise and run research events; includes strategic planning, inviting and liaising with speakers and attendees, identifying and booking venues, transport, accommodation, security, catering and hospitality.

#### **Finances**

- Monitor and report on Excel budgets for individual projects, including: managing and processing income and expenditure and reconciling figures with the LSE financial system.
- Liaise with Research Division and Finance Division in the financial management of MEC activities.

#### **Communications**



- Work closely with the Communications team in communications strategy and the dissemination of information about the projects.
- Update the webpages for the projects by providing high quality written material, regular updates and improvements.

**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. Travel to the MENA region will be required.

**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.