



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: Executive Assistant to the Dean **(0.50 FTE)**

Department/Division: School of Public Policy **Accountable to:** Dean

Job Summary

To provide administrative and organisational support to the Dean including diary management, events and travel arrangements as well as ad hoc project work. The role includes being the first point of contact for enquiries and visitors, liaising with staff across LSE and external stakeholders, fostering positive relationships and using initiative to deal with matters as they arise.

Duties and Responsibilities

Executive Support

- To be the first point of contact for new enquiries to the Dean, whether by email, telephone or in person providing tailored responses according to message, audience and purpose; this work may be in either English or Spanish
- To represent the School of Public Policy externally in communicating on behalf of the Dean
- To provide professional and confidential PA support to the Dean
- To arrange travel and accommodation, and other logistics such as visas, when required
- To undertake various ad hoc projects for the Dean as required including some basic research and fact-finding in support of the Dean's schedule
- To undertake research and fact-finding of internal units of LSE and external partners/potential partners, often of a complex nature and potentially in both English and Spanish
- To draft correspondence, reports and other documents on behalf of the Dean in order to maximise the efficiency of the Dean's use of time
- To develop principles of working between the post-holder and the Dean to manage the Dean's time effectively

Diary Management and Meeting Support

- To manage the Dean's diary for regular and ad-hoc meetings and events, including booking rooms, organising refreshments and servicing meetings as required including collating agendas and taking minutes
- To observe complete confidentiality, tact and discretion in managing the Dean's diary and supporting meetings
- To draft routine correspondence on behalf of the Dean; to filter and prioritise meeting requests and other queries ensuring that these are acted upon appropriately



- To provide a warm and friendly welcome to the Dean's visitors, including meeting and greeting, directing visitors to meeting rooms, and providing or ordering refreshments as appropriate
- To ensure that the Dean has the necessary documentation needed in advance of meetings
- To arrange team/departmental meetings and events including occasional diary support for other senior staff of the School of Public Policy

Department Co-ordination

- To order office and other supplies for the School of Public Policy team
- To prepare expenses claims and credit card reconciliations on behalf of the Dean, keeping suitable records and liaising with the Finance Division where necessary
- To set up and maintain suitable record keeping systems
- To develop service standards, in consultation, for responding to the post-holder's work

Teamwork and Networking

- To understand and work within complex arrangements for building links between the School of Public Policy and outside organisations and partners
- To work widely and collaboratively across LSE including with LSE Advancement, LSE Communications and other senior figures to contribute to the achievement of LSE and School of Public Policy corporate goals
- To contribute to the effective and efficient operation of the School of Public Policy, working closely with colleagues both within and outside the department and providing cover in the absence of colleagues
- To participate actively and regularly in team development across the School of Public Policy
- To develop networks, both within and outside LSE, to enable good relations and a positive impression of the School of Public Policy.

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.