



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 Senior Manager

Job Summary

To provide administrative support to the Hellenic Observatory Director, Deputy Director, Senior Manager and Events and Communications Manager. Main duties include being first point of contact for external enquiries; general office duties; providing high level administrative assistance to the HO Events and Communications Manager and the HO Senior Manager in the management of the HO's events programme in the UK and in Greece/Cyprus; providing a high level of administrative assistance to the HO Senior Manager in the administration of the visiting staff processes.

Duties and Responsibilities

Administration

- Providing administrative support to the HO Senior Manager in the appointment process for visiting staff; responsibility for the opportunity announcements, processing applications, coordinating with the Hellenic Observatory's selection committee in preparation of nominations to the VCAC; liaising during the process with the submitters and keeping them informed of the process; being the main contact in assisting visiting staff with their IT and space requirements.
- 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.
- Being the first point of contact for general enquiries, telephone enquiries and visitors and routing queries to the appropriate staff; managing the Hellenic Observatory e-mailbox, responding to emails and routing emails as appropriate.
- 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.



- To be responsible for co-ordinating the Hellenic Observatory's termly 'planning meetings', drafting the agenda and to take minutes.
- Assisting the Hellenic Observatory Senior Manager with the preparation and editing of the annual Hellenic Observatory Advisory Board Report and the annual Departmental Research Unit Report and all other reports as necessary; working closely with the HO Senior Manager in identifying and assembling information including and interpreting statistical information obtained from the library and web services team in the preparation of the report, liaising with printing firms and setting appropriate schedules.
- Providing assistance where necessary on the HO's Research Programme and Calls.
- 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.
- 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.
- To co-ordinate travel and accommodation for the HO Director, Deputy Director, Senior Manager and the HO Events & Communications Manager.
- 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.

Public Events Assisting the HO Events and Communications Manager in organising the Hellenic Observatory's busy events programme, in London and in Greece/Cyprus, often in collaboration with external partners, to include assisting with the arrangement of appropriate facilities and services such as audio visual 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.

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 Planning and managing own workload and taking responsibility for certain projects such as the organisation and logistics planning for events and publications, liaising with the HO Senior Manager as necessary.

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 Senior Manager to resolve issues; taking experiences into consideration 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.



Marketing & Communications In collaboration with the HO Events & Communications Manager being responsible for the Hellenic Observatory's publicity relating to external and international events, promoting research opportunities and staff recruitment opportunities; promoting Hellenic Observatory publications and staff media outputs; managing the HO website and social media updates as appropriate to these tasks; being responsible for maintaining and promoting the Hellenic Observatory's profile in Greece and Cyprus and forming relationships with external bodies for the advancement of such.

Publications Being responsible for the Hellenic Observatory'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; to oversee and disseminate the HO's discussion paper series 'GreeSE', and assembling statistical information in measuring the research output of such publications via library resources.

Budget Providing administrative support to the Hellenic Observatory Senior Manager as necessary, to the management of the Hellenic Observatory budgets and the processing of payments and invoices.

Teamwork and motivation Contributing to the Hellenic Observatory'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 Hellenic Observatory 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 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.