



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: IGC Hub Administrator

Department/Division: International Growth Centre (IGC)
Accountable to: IGC Hub Co-ordinator

Job Summary:

The International Growth Centre aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is funded by the UK Department for International Development (DFID).

The Hub Administrator plays a key role in maintaining an efficient and effective working environment in the IGC London office. Responsibilities include providing administrative support to London staff, logistical support for both London and internationally-based IGC colleagues, and facilitating meetings.

Key tasks/responsibilities:

- To maintain an effective office environment including liaising with the LSE Estates, IT, Conferences, Catering and other departments, making room bookings, ordering stationery, handling ingoing and outgoing post, and other logistical requirements conducive to productive working practice.
- To provide logistical support for hub and country teams in arranging travel; booking flights, accommodation and supporting visa applications for country visits, dissemination events in both London and abroad and complex overseas and UK itineraries.
- To provide administrative support to senior management and other hub colleagues as required, including diary management, meeting coordination, preparing papers for meetings and other events, minute-taking.
- To report to IGC senior management on assigned responsibilities
- To act as the local Health and Safety Co-ordinator and a Fire Warden for the hub including attending all necessary training sessions, conducting annual audits of the hub office space in line with LSE Health and Safety requirements, and updating and implementing the local health and safety policy statement.
- To develop knowledge of LSE processes and build and maintain working relationships internally with administrative colleagues across the School.
- To participate in networks internally (within all departments of the School) and to be a central point of contact for the IGC, to ensure efficient channels of communication.
- To fulfil numerous requests for information and to contribute to the development and maintenance of coherent electronic email, shared drive, and paper files.



- To provide effective forward planning in preparing for governance and other senior meetings, and LSE based IGC events.
- To proactively respond to requests from IGC senior staff, external contacts and others as appropriate.
- To contribute flexibly to planning and on-the-day administrative needs for major events
- To independently prioritize and manage own work.
- To show initiative in responding to individuals by providing information without supervision in a prompt and efficient manner.

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.

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.

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.