



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 Officer to The Director

Division: Directorate and Support Team

Accountable to: Head of Directorate & Strategy Delivery

Job Summary:

The Directorate is a busy and energetic place to work at the hub of the LSE, one of the foremost social science universities in the world.

As Executive Officer to The Director you will provide tailored support to the Director of LSE in:

1. Overseeing and coordinating the Directors external engagement activities, to ensure delivery of strategic goals, in particular time spent to delivering the LSE 2030 philanthropic campaign
2. Drafting and preparation of externally-facing engagement materials including speech writing, drafting of text for reports and commissions and other publications, media articles and other publications both for LSE and for the House of Lords, Russell Group, Government and other ad hoc commitments.

Due to the nature of this role, on occasion you may need to work outside of normal working hours.

Duties/Responsibilities

Overall

- To provide high-quality and proactive support to the Director across the full range of external activities, including those relating to external engagement and specifically to philanthropic activity
- To drive forward the Director's priorities, ensuring these are communicated effectively to external stakeholders and, where appropriate, to the rest of the School.
- To research, prepare and write scripted set-piece speeches, working closely with the Chief Officer of PAGE and Director of Communications, and to produce less-formal speaking notes as necessary.

Philanthropy and External Engagement

- To work closely with the Chief Officer for PAGE, Director of Communications, and their staff, in preparing appropriate and compelling external engagement communications on behalf of the School Director and to ensure her time is deployed effectively and efficiently
- In conjunction with colleagues in Philanthropy and Global Engagement (PAGE) and Communications, to write speaking notes for the Director to for external engagement events and larger meetings with donors, alumni and strategic partners



- To draft and review presentations and proposals that carry the Director's name and optimise these in conjunction with PAGE colleagues
- To ensure effective co-ordination and to identify opportunities and synergies of all external commitments and engagement, to best deploy the Director's time and deliver the greatest value to the School
- To work closely with the Chief Officer for PAGE and senior officers to plan impactful and seamless overseas trips and on-campus activities, to deliver the greatest impact across all external engagement activities.

HE Sector outreach

- To provide an effective channel of communication for the Director outside the School, with the rest of the Higher Education Sector, Government, and with key stakeholders
- To take a lead role in understanding sector trends, policy developments, best practice and innovation to advise the Director accordingly
- To liaise and network effectively both internally and externally with key stakeholders at all levels, including advising the Russell Group, the Office of Students and other national and international bodies.

Engagement with policy-making and thought leadership

- To conduct desk-based research for a specific project or projects, with scope and timeline to be agreed on a case-by-case basis
- To draw on a mix of internal and external, qualitative and quantitative data sources, from academic and practitioner sources depending on the project, to identify key insights relevant for the given topic
- To convey specialist, technical, and complex information and present findings in the required form giving due consideration to the intended audience and the language, for example as a written speech or speaking notes, an article for publication, or slides for presentation
- To write first and subsequent drafts of presentations, reports, and speeches to be delivered by the Director; to present working drafts to the Director follow up on any feedback for request for further research and submit the final draft within the agreed timeframe.

Internal LSE liaison

- To develop and nurture positive relationships with LSE colleagues, both academic and professional services staff
- To maintain open and clear communications with Directorate colleagues, particularly Pro-Directors
- To contribute to effective team working with the Head of Directorate and Strategy Delivery, and Executive Assistant to the Director
- To use relationships, judgement and understanding of the wider context to support the Director in her work and to add value to the process and substance of decision making, ensuring financial and ethical probity



- To draft external communications, on behalf of the Director for comment/approval and in correspondence with the Communications Division; accurately conveying specialist, technical and complex information giving consideration to the intended audience and the format/language used
- To act as one of the principal interfaces with the external world and within the School community, developing and maintaining contacts with colleagues both within and outside the School.
- To serve as secretary to meetings of the Director with School leadership and other ad-hoc meetings, and staff the Director's other meetings as required, taking notes and following up actions

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.

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.