



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: Events Officer

Department/Division: Data Science Institute
Accountable to: Communications and Events Manager

Job Summary

The post holder will work with the Institute's small professional services team and central School services to provide a comprehensive professional service related to delivery of the Institute's events. The post holder will work closely with the Communications and Events Manager on the planning, organisation, successful delivery and follow up of the Institute's programme of events, which include public lectures, seminars, workshops, hackathons, Careers in Data Science series, and student industry visits.

Duties and Responsibilities

- Plan, organise and deliver Institute events, working closely with the Communications and Events Manager.
- Assist with the design, development and delivery of student engagement activities and events, working with the DSI team and Communications and Events Manager to strengthen and build community.
- Assist with the promotion of events including via relevant internal channels such as Student Hub and Moodle.
- Build partnerships with students and student societies and assist them with their activities (e.g., conference organisation or event promotion).
- Source potential future events through engaging with the data science community of departments, institutes, academics and students, liaising with colleagues to plan events within the Institute's coherent and engaging programme.
- Assist the Communications and Events Manager by submitting events to the School's public lecture programme and other established programmes and coordinating the planning of these events as appropriate, including preparing timely publicity materials, and co-ordinating practical arrangements for events: booking rooms, catering and audio-visual facilities; tracking invitations made to guests; liaising with speakers and chairs; post-event dinners and receptions; ensuring there are minimal clashes within the Institute and School.
- Organise student recruitment events such as Open Days, Offer Holder Calls, Q&A sessions.
- Assist the Communications and Events Manager with the development and delivery of an alumni



engagement strategy through a range of communications designed to enhance engagement with our alumni community.

- Maintain and co-ordinate the calendar of events for the Institute to ensure accurate record keeping and minimal conflicts.
- Manage room bookings and catering requirements.
- Manage event registrations. Compile and share attendee lists and record attendance.
- Process event expenses using the LSE's OneFinance system and accurately record all event expenditure.
- Assist with all aspects of hiring volunteer and casual staff including recruiting, training, scheduling and payment of staff.
- Book hotel accommodation for speakers.
- Oversee event on-the-day logistics (venue, catering, AV etc).
- Assist in the planning and delivery of virtual events (Zoom webinars).
- Provide reports on events and review the effectiveness of events planning, making suggestions for improvement, including increasing attendance and monitoring diversity issues relating to the Institute's public events programme.
- Be prepared to work flexibly around DSI events, which often occur outside standard working hours, and sometimes take place off-campus, including student industry visits.
- Communicate effectively with academic staff, professional services colleagues, students and external speakers, ensuring all events-related communications look professional, including accurate use of DSI and LSE branding.
- Liaise effectively with internal and external service providers, including LSE Porters, Catering, Security, and the Audio Visual unit.
- Organise contingency planning to minimise risk and ensure that in an emergency scenario the event will run smoothly, and to communicate these plans as appropriate.
- Develop innovative opportunities for engagement in events. Network with guests and audiences during events and promote the Institute's activities.
- Take photos during events for promotional use.
- Compile, edit and upload post-event content including audio and/or video podcasts.
- Monitor and analyse post event feedback and report to relevant management/LSE staff, noting all associated impact including any press coverage and speaker feedback.
- Update and maintain DSI webpages using cms Contensis and contribute to social media content where appropriate.
- Create PowerPoint presentations and speaker briefings.
- Ensure all events are delivered in line with the School's guidelines and regulations for public



events including data protection and freedom of speech.

- Ensure compliance with the School's legal obligations, including under the Data Protection Act, Equalities Act 2010, and the Freedom of Information Act.
- Manage workload with minimal supervision and take responsibility for advising academic staff and colleagues of upcoming deadlines, in order to ensure timely completion of objectives.
- Exercise initiative in the development and continued improvement of the Institute's events in relation to agreed objectives.
- Develop and maintain links with colleagues across the School to share and formulate best practice. Participate in related School networks/working groups as required.
- Provide support to DSI team colleagues during busy periods, covering during absence and generally lending skills where appropriate.

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.