



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: Institute Administrator

Department/Division: Data Science Institute

Accountable to: Institute Manager

Job Summary

The purpose of Institute Administrator role is to provide high-level administration in support of all Institute functions and direct support to the Institute Manager and Director. This includes responsibility for office and facilities management, diary management, budget management, and supporting the Institute's teaching, communications, events and governance processes, as directed by the Institute Manager.

Duties and Responsibilities

Administration

- Supporting the Institute Manager and Director as needed with managing diaries and communications, including scheduling meetings and managing email correspondence.
- Planning and organising regular and ad-hoc meetings, including organising refreshments and booking rooms, and servicing meetings as required including preparing and circulating agendas and papers, taking minutes, and ensuring follow-up on actions agreed.
- Planning and managing international travel itineraries across time zones, including booking travel and accommodation, producing travel risk assessments, and arranging reimbursements.
- Supporting the Institute Manager with the overall administration of the Institute and its offices, including ensuring the provision, maintenance and smooth operation of the Institute's facilities and equipment; reviewing and developing the administrative systems at the Institute, ensuring fitness for purpose and compliance with LSE policies and procedures.
- Budget management across a variety of operational and event budgets. This includes processing invoices, expenses and timesheets; monitoring spending and assuming responsibility for ensuring that spend remains within budget; seeking timely authorisation where appropriate; maintaining accurate records of approved expenditure; producing



budget reports in the OneFinance system; consulting with the LSE Finance Division and keeping them informed where appropriate.

- Acting as the central point of contact for all enquiries relating to the Institute.
- Establishing and managing relationships and contracts with internal and external suppliers, and sourcing appropriate suppliers to achieve value for money for the Data Science Institute, advising the Institute Manager and Director where appropriate. Independently resolving any queries and issues from suppliers.
- Supporting the Institute Manager with managing the Data Science Institute's current and future space requirements.
- Ensuring the Data Science Institute complies with health and safety policies for all aspects of facilities management and with respect to the safety and wellbeing of staff, students and other visitors to the Institute.
- To handle and resolve less routine issues and problems that may arise in connection with the Institute's activities.

Communication

- Communicating effectively, both in writing and verbally, a variety of routine and complex information to senior internal and external contacts, showing good presentational skills and attention to detail.
- Assisting the Director with correspondence, flagging priorities and deadlines, and maintaining confidentiality.
- Maintaining a contacts database.
- Establishing and maintaining effective working relationships with a wide range of external and internal stakeholders.
- Assisting the team with the production of reports, newsletters, brochures, press releases, guidelines and other documents.
- Responding flexibly and pro-actively to requests for information or assistance from internal and external stakeholders, referring them to relevant colleagues or answering on the post-holder's own initiative where appropriate, and seeking to project a positive impression of the Data Science Institute and LSE at all times.

Teamwork

- Supervising and training occasional administrative staff and volunteers.
- Supporting the Institute Director and Institute Manager with the recruitment and induction of new staff and associates, including Affiliates, Visiting Appointments and Visiting Research Students.



- Supporting the Teaching Team with the recruitment and induction of Guest Teachers and Research Assistants.
- Supporting the Communications and Events Manager with promoting Institute events and assisting with on-the-day logistics as needed, sometimes out of hours.

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.