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 Education Administrator, Bloomberg LSE European City Leadership Initiative

Department/Division: LSE Cities **Accountable to: Project Manager for Mayoral Leadership, Bloomberg LSE European City Leadership Initiative**

Job Summary

The Executive Education Administrator for the Bloomberg LSE European City Leadership Initiative will provide high-quality, comprehensive administrative support and assist the Project Managers of the Executive Education Team with daily and ongoing tasks for the online and in-person components of the Mayor, Senior Leader, and City Team programmes, working with colleagues across LSE Cities, the Hertie School, and other partners. There are a wide range of responsibilities that change throughout the programme cycle and opportunities to take ownership of specific tasks.

Duties and Responsibilities

Planning and Organising Resources

- Provide high quality and comprehensive administrative support for the project managers, supporting the delivery of curriculum and teaching for around 400 city government officials per year
- Oversee the scheduling of teaching, remote learning sessions and individual meetings between faculty, mayors and their teams
- Support the project managers with building and maintaining the online learning platform, curriculum development and teaching weeks for a high-quality learning experience
- Manage the Exec Ed online databases accurately, updating spreadsheets, running and presenting standard reports as required
- Take the lead on collating data on participant engagement with the online learning materials, in-person teaching components and remote coaching sessions
- Prepare and format a wide range of documents such as reports, PPTs and Excel spreadsheets with excellent attention to detail
- Oversee procurement processes including contracting of faculty, policy advisors and coaches, and liaising with finance administrator ensuring continuous reporting to the project managers

Communication

- Exercise discretion when dealing with sensitive and confidential matters and high-level speakers and city government officials

- Assist the project managers' communications with faculty, policy advisors and coaches who work with mayors and senior city government officials

Liaising and Networking

- To build and develop strong working relationships with internal colleagues and faculty as well as external stakeholders such as policy advisors and coaches

Service Delivery

- To maintain a high level of customer service to all participants, faculty, and both internal and external stakeholders (including mayors and senior city government officials)
- To proactively use own initiative to evaluate and improve processes, develop programme initiatives and implement changes following feedback
- To ensure that all work is completed in a timely manner, with the utmost attention to detail

Teamwork and Collaboration

- To be a proactive member of the Executive Education team and contribute to team meetings and conversations

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.