



## 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:** Administrative Assistant

**Research Centre:** Centre for Economic Performance    **Accountable to:** Research Centres Manager

### Job Summary

To provide administrative support to other research academic and administrative staff in the largest social science research centre in the UK. You will work in a friendly office dealing with dissemination, communications and events organisation, office services and publication sales, database updating, research data administration, information services including responsibility for website and social media updating; inducting new staff and visitors to the Centre. The postholder also acts as first point of contact for the Centre for enquiries by staff, students, visitors, and journalists, whether in person, in writing or on the phone.

### Duties and Responsibilities

#### COMMUNICATIONS & EVENTS ORGANISATION

1. To organise the CEP Seminar Series and assist in organisation of conferences and public lectures. Duties include venue booking, invitations, collating of papers, publicity, catering, organisation of hotel bookings and travel. Setting up meetings with speakers and staff. Keeping within events budget and processing expense claims.
2. To prepare for the arrival of and induct new staff, students and visitors to the Centre
3. To keep the Centre website updated and to chase material for this including Centre press mentions.
4. Provide accurate information to enquirers in person, in writing and on the phone and remain updated about centre research and events.

#### PUBLICITY

5. To help in the dissemination of Centre events and publications to the outside world by updating database of contact lists and researching new contacts. Keeping records of events attendance, press mentions, media appearances for performance indicators reports to sponsors.
6. To be responsible for publications sales financial transactions and the recording of these proceeds.
7. To prepare and check accuracy of Centre publications and output both for web and hard-copy publication
8. To assist with circulation of press notices and publications (electronic and hard copy)
9. To assist in maintaining the Centre's Twitter and Facebook pages



## PROJECT SUPPORT

10. (Occasional) To assist researchers in the distribution and collection of surveys and the collation and inputting of data from surveys. To chase return of outstanding questionnaires.

## ADMINISTRATIVE SUPPORT

11. To organise meetings with Centre staff and external staff.
12. Provide secretarial assistance as required by Centre Manager and Programme Directors.
13. Support in collecting and organising material from 100 Centre members for centre wide exercises such as Annual Reports, end of grant reviews, Centre books. To prepare charts and tables for reports, collating data from different sources
14. Travel and other logistical arrangements for senior researchers
15. Coordinate conference rooms bookings
16. To order supplies, monitor budgets and stock supplies. To ensure value for money in the purchasing of supplies and services.
17. To keep public areas, kitchen and boards tidy and up to date enlisting the help of others as necessary (rota organisation)
18. To arrange furniture for Centre events; to transport catering supplies and publications to and from events and Centre supply stores.
19. To deal with distribution of post.
20. To report and progress-chase building faults.
21. Maintain records and documentation of data licensing
22. Enter and upload Centre research outputs on funder database
23. (Occasional) Assist with checking of financial statements

### 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.