



## 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 Assistant**

**Department/Division: Executive Office**

**Accountable to: Operations and Project Manager**

### Job Summary

The post holder will play a key role in providing executive assistance to the President and Vice Chancellor's remit fully aiding his Senior Executive Assistant in a timely, pro-active and efficient manner.

The post holder will support all aspects of President and Vice Chancellor's professional agenda, liaising with internal colleagues, and external partners of the School and balancing competing commitments.

The post holder will play a key role in the delivery of professional support to the Senior Management Team in the Executive Office.

The primary area of work will be ensuring the President and Vice Chancellor's remit is well supported working alongside the Senior Executive Assistant managing the organisation of the portfolio's day-to-day activities and responsibilities.

In addition to this, the post holder will offer support to the other Senior Executive Assistants (EAs) across the remits of the other Pro Vice Chancellors in the Senior Management Team.

The successful candidate will have excellent organisation skills, high attention to detail with the ability to manage multiple tasks at once and prioritise accordingly. They should be able to respond quickly and effectively to changing circumstances and deadlines. They will also have the ability to work and communicate with all stakeholders and understand the importance of tailoring communication appropriately. The candidate will preferably have previous experience in an Executive Assistant role or similar.

This role is full time Monday to Friday.

Although we operate a flexible hybrid working policy, within the Executive Office a minimum of three days a week is necessary on campus. Additional coverage may be necessary according to business need.

### Duties and Responsibilities

#### Executive Support

- Day-to-day diary management including arranging meetings with internal and external contacts on behalf of the President and Vice Chancellor and for other members of the Senior Team in support of their particular EA.
- Mailbox management including accurate inbox filing, drafting appropriate correspondence, and prioritising responses on behalf of the President and Vice Chancellor.
- Preparing mail outs, meeting notes and briefings, ahead of need.



- Coordination of travel including preparing itineraries, booking flights, taxis, accommodation, and any other forms of transport for the President and Vice Chancellor and Senior Managers within the Executive Office.
- Contributing to the positive relationship management of both internal and external partners by providing responsive and proactive service
- Offering additional administrative assistance such as document printing, processing business expenses, ensuring adherence to LSE policy.
- Clear and efficient communication across multiple working tasks within the wider team.
- Produce briefing papers and presentations as required.
- Book restaurants and other venues internally and externally for the President and Vice Chancellor and his guests.

#### **Communication**

- Work collaboratively with the Senior EA to the President and Vice Chancellor, establishing effective communication and efficient working methods within your responsibilities.
- As a point of contact, respond to all requests in a timely fashion. Demonstrating good judgement in escalating these.
- Build relationships with networks and colleagues across the school and with external partners.
- Exercise extremely high-level discretion when dealing with sensitive and confidential matters or contacts for the President and Vice Chancellor and other Senior Team members.

#### **Teamwork and Motivation**

- Contribute actively to the Executive Office by engaging with continuing and emerging topics relevant to the work of the team and wider LSE.
- Organise and take responsibility for own workload and be willing to support areas of work with other colleagues should this be necessary.
- Engage with training opportunities to develop and add to the efficiency of work systems and organisation.

#### **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.

### **Free Speech**

[The Code of Practice on Free Speech](#) outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.