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: Programme Coordinator, PeaceRep Iraq

Department/Division: Middle East Centre
Accountable to: Research Officer and Projects Coordinator, Middle East Centre

Job Summary
The Programme Coordinator is responsible for providing efficient, comprehensive, and proactive administration of PeaceRep Iraq research activities, working closely with Programme colleagues. The Programme is funded by the UK Foreign, Commonwealth and Development Office. The postholder will also provide administrative support to other MEC research activities.

Duties and Responsibilities

Programme Administration
- Take full responsibility for the management of programme activities, liaising with researchers and consultants at LSE and abroad.
- Manage the timeline and reporting of projects, including setting deadlines for report submission, and approving progress reports and payments.
- Manage organisation of all activities within the programme. These may include: fieldwork; workshops; seminars; conferences; publications.
- Ensure health and safety and governance obligations are met, including recording outputs and complying with requirements such as Open Access. This involves working with LSE's Legal team, Research Ethics, Health and Safety, and Data Library.
- Liaise with funders, including preparing and submitting financial and narrative reports, and providing updates on programme's progress.
- Provide administrative support for other Middle East Centre research activities.

Financial Administration
- Manage the financial administration for the programme. This includes: drawing up detailed budgets; managing and processing income and expenditure; reconciling figures and reporting.
- Prepare and process contracts, purchase orders and invoices.
- Prepare and submit financial reports for LSE and the funder.

HR
- Arrange and manage contracts for research staff and consultants.
- Recruit and hire hourly-paid research assistants and consultants and provide line management independently and jointly with the Principal Investigators and Research Officer.

Communications
- Develop strong working relationship with the PeaceRep central team at the University of Edinburgh.

- Manage the PeaceRep Iraq webpages, providing high quality material and regular updates.
- Work closely with MEC communications team and Events Coordinator in the dissemination of information about projects.
- Advise and manage authors through process of publishing MEC papers and blogs. Assist with review and edits of drafts, liaise with colleagues and authors on production of final publications.
- Engage with colleagues in other LSE centres and departments and with students.
- Liaise with LSE service divisions, especially Research and Innovation, Finance and HR Division and External Relations.
- Expand networks among the research community working on Iraq.

Research Assistance
- Provide research support to the programme research team. This may include literature reviews, data gathering and co-writing reports.
- Develop knowledge of Iraqi politics and scholars working in the field.

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.