



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: Centre Administrator

Department/Division: STICERD
Accountable to: Centre Manager

Job Summary

The Suntory and Toyota International Centres for Economics and Related Disciplines (STICERD) is one of LSE's oldest research centres. It is both a thriving research community (with nine cutting-edge research programmes) and makes funding awards for a variety of School-wide initiatives.

You will be joining a small, friendly team working to ensure the smooth operation of the Centre. As Centre Administrator you will deliver efficient administrative support to STICERD researchers, acting as the first point of contact for internal and external enquires. You will have responsibility for a range of key administrative duties and will be encouraged to proactively improve processes and service levels. Working with the Centre Manager, you will assist with grant reporting and provide ongoing support to internally and externally funded research projects.

As PA to the Centre Director and senior academic staff, you will deliver a comprehensive secretarial service, including but not limited to diary management, coordinating travel logistics, processing expenses, drafting correspondence and taking minutes.

This is a varied role which the post holder will have the opportunity to shape according to their interests. STICERD is committed to the development of its professional services staff and has a proven track record of supporting career growth.

The ideal candidate will have at least 2 years of administrative experience, preferably with a PA component, and strong communication and relationship management skills.

Duties and Responsibilities

Administrative Support

- Being the first point of contact for internal and external queries and requests for assistance, whether in person, by email or by phone. Using initiative to take appropriate action, providing a range of options to choose from based on knowledge and experience, and highlighting potential implications or areas of concern.
- Welcoming new staff, students and visitors to the Centre, and supporting their induction to LSE
- Managing shared email inboxes; drafting responses or forwarding for action.
- Supporting the team and the Centre Manager with the day-to-day running and administration of the Centre.



- Keeping accurate records and proposing improvements to the Centre's record management systems
- Documenting processes and helping establish standard operating procedures
- Ordering office supplies and ensuring value for money in the purchasing of supplies and services.
- Liaising with a range of staff at all levels across the School
- Processing expenses for students, staff and visitors
- Processing monthly timesheets from hourly paid staff
- Acting as the key point of contact for LSE estates and cleaning services

Communication and Events

- Working with the Communications and Events Officer to ensure the smooth running of several STICERD seminar series, including effective and timely communication with speakers and attendees (before, during and after the event); travel and schedule arrangements; catering; room bookings and venue hire
- Assisting with the promotion of research seminars and events and identifying opportunities for publicising our work.
- Helping maintain an overview of relations with key collaborators, external partners and stakeholders. Ensuring STICERD's contact database is updated regularly and responsibility for creating and updating mailing lists.
- Liaising with the STICERD IT team to ensure information on the STICERD webpages are up to date. Maintaining accurate staff profiles and providing content for news and events items.

Project management

- Supporting the Centre Manager with monitoring expenditure on research projects
- Assisting with information gathering for grant closures and audits
- Publicising grant related events and research outputs on social media
- Preparing reports for funders

Personal Assistant Support

Providing PA support to Professors Camille Landais (Centre Director), Oriana Bandiera (Co-director of the Hub for Equal Representation in the Economy) and Robin Burgess (Research Director of the International Growth Centre and Co-director of Development Programme) including the following:

- Travel and accommodation arrangements
- Reimbursement management of expenses related to trips to conferences, seminars and events hosted by other institutions and by LSE
- Keeping track of important deadlines
- Organising and maintaining busy diaries, using initiative where necessary
- Preparing presentations using PowerPoint and other relevant packages
- Scheduling and servicing meetings (including room booking, catering, preparation of documents, etc.)

Providing administrative assistance to approximately 12 Economics Department faculty located in STICERD, including student references, travel arrangements, reimbursement of expenses, servicing meetings.

Teamwork and Networking

- Contribute to the smooth and effective operation of STICERD, working closely with colleagues within the team and across the LSE.
- Participate actively in team meetings, working collaboratively and providing suggestions for improvements and new activities.
- Work collaboratively and effectively to shared goals with other members of the team.
- To understand the different roles within the team, providing cover for absences and offering support where possible during busy periods.



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.