



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 to the DSI Senior Academic Team **Ref no.:**

Department/Division: Data Science Institute

Accountable to: Institute Manager

Job Summary

This is an exciting opportunity to join the Data Science Institute's small busy team. Established in late 2020, the Data Science Institute forms the institutional cornerstone of data science and artificial intelligence at LSE. Our mission is to convene, catalyse and communicate LSE activity in data science and AI through teaching, research and events.

The Executive Assistant will provide high-level administrative support to the DSI Senior Academic Team Professor Martin Anthony (DSI Director), Professor Helen Margetts, Dr Cosmina Dorobantu and Professor Johannes Ruf (Deputy Director). Responsibilities will involve managing incoming emails and correspondence, prioritising items of business, organising and maintaining diaries, scheduling in-person as well as remote meetings, making travel arrangements and acting as an ambassador to the DSI Senior Academic Team.

It is essential that you have a professional outlook, excellent communication and relationship building skills, and are able to provide an exceptional level of customer service at all times. You will possess a wide range of office and administrative skills, together with a flexible 'can do' attitude to the varied requirements of the role. This is a responsible role that requires a high level of confidentiality, diplomacy, reliability, efficiency, and organisation in order to juggle competing demands.

Duties and Responsibilities

Service Delivery

- Manage the diaries of the DSI Senior Academic Team as required, including organising in-person meetings or conference calls with a wide variety of people – from internal staff, students, postdocs, and professors to funders, ministers, and other high-ranking government officials. This will involve making considered judgements when juggling demands placed on the schedule and ensuring that stakeholders feel valued even in situations when immediate meetings are not possible.
- Manage incoming correspondence and emails, identifying priority items of business for immediate attention, drafting responses on behalf of leaders, and redirecting enquiries or information elsewhere as appropriate.
- Make complex travel arrangements for UK and international travel, liaising with conference



arrangers/organisers and academic department hosts, producing itineraries and travel packs, booking flights, purchasing travel insurance, making arrangements for visas where necessary, etc.

- Provide full administrative support on financial matters, for example, processing travel, subsistence, and other expense invoices for reimbursement.
- Coordinate internal meetings, including preparing agendas, writing minutes and ensuring that the appropriate people take ownership of the action items.
- Develop, manage and maintain appropriate filing systems for the Senior Academic Team's documents, correspondence, emails and electronic files.
- Keep track of deadlines for key projects and deliverables and provide support by formatting and copyediting documents such as letters, references, presentations, and reports.
- Undertake any other duties at the request of the DSI Senior Academic Team and the Institute Manager.

Communications and Relationship Management

- Act as an ambassador for the DSI Senior Academic Team, being an excellent communicator with all who get in touch and having a professional attitude at all times.
- Build solid working relationships with the DSI community and stakeholders, based on respect, reliability and trust.

General administration

- Act as an effective liaison for meetings/events and related logistics e.g., sending invitations and tracking responses, booking rooms, organising visitor passes, ordering catering and kitchen supplies, greeting visitors and arranging refreshments.
- Prepare rooms for lunches, conference calls and presentations ahead of meetings.
- Maintain and improve record-keeping and filing systems for important and confidential documents. Collaborate with the DSI team and take an active role in devising and implementing office administrative systems and procedures.
- Maintain an awareness of key projects, tasks and events across DSI to assist with planning and administration.
- Assist with managing the in-house contact database system, routinely inputting and checking data quality, gathering data systematically and ensuring that mailing lists are maintained and kept up-to-date.
- Work collaboratively with the DSI team, including providing support on DSI events and covering for absence where needed.

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.