



## 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:** Research Programme Support Intern

**Department/Division:** Firoz Lalji Institute for Africa **Accountable to:** Research Programme Manager

### Job Summary

The Firoz Lalji Institute for Africa (FLIA) promotes independent academic research and teaching; open and issue-oriented debate; and evidence-based policy making across LSE. The Institute accomplishes this by connecting different social science disciplines and by working in partnership with Africa bringing African voices to the global debate.

Under the supervision of the research programme manager, the intern will support the smooth running of the Institute's research grants and research application process. The intern will help respond to grant related queries and liaise between project partners and LSE team members as needed. The intern will learn how to project manage research grants and support the logistical elements such as booking travel, organising workshops, and seminars. They will learn how to manage project budgets by processing project expense claims, invoices, and advances. The successful candidate will work closely with the research programme manager and research programme officer to learn the full life cycle of research grant operations from grant applications to grant reporting, including research impact monitoring. This includes the setting-up and closing of projects. The successful candidate may also have the opportunity to learn about research development, coordinating funding proposals, and building budgets.

The intern will be expected to handle, record, and process research grant expenditure with care and attention to detail and support across the portfolio of research grants held within the Institute. The successful candidate will be expected to ensure they are adhering to and applying the relevant policies and procedures for research at the School.

The intern should have a proactive approach to supporting the day-to-day operations of the grants and raise any concerns to their line manager or senior professional services staff.

### Duties and Responsibilities

#### Communication

- Through effective verbal and written communication, contribute to fostering collegiality within the research programme and with research partners and contribute actively to the broader work of the Institute.
- To conduct all aspects of administration in a professional and responsible manner, for example, when liaising with external audiences and partners as a representative of the Institute.
- Ensure data protection and other relevant policies and procedures are adhered to within research teams (such as research grant data management plans).
- Supporting the Blog Editor and Communications manager with grant updates and information to



support the Institute website development and social media channels.

- Update the database of grant publications and follow-up with staff on research outcomes from submitted publications and expected publication dates.

### **Teamwork and motivation**

- Provide the first point of contact and administrative support to research fellows, occasional researchers, visiting fellows, and others related to the management team activities.
- Provide administrative support to colleagues associated with the research projects in any project related activities, including travel arrangements, stakeholder participation, event planning, and dissemination of research activities undertaken.
- Offer guidance on administrative matters to assist researchers in their work and decisions.
- Willingness to seek best practice in the School.
- Contribute actively to the effectiveness of the team and to the Institute. Proactively support the implementation of best practices.
- Support to wider members of the Professional Services team as requested by the Institute Director. Undertake other duties and projects which may from time-to-time be assigned by the Institute Director.
- Support the organisation of research related events as requested.

### **Liaison and Networking**

- Monitor grant expenditures in collaboration with appropriate LSE departments, liaising with colleagues in Research and Innovation and help support the tracking commitments as they are made to ensure the grant budget avoids being over committed or underspent.
- Develop positive relationships with external academics, students, organisations, and networks in Africa and elsewhere.
- Liaise with external suppliers where necessary to secure products or services.

### **Service Delivery**

- Provide essential administrative support to programme activities including booking and organising meetings and agenda circulation.
- Contribute to efficient information flow within the research projects by maintaining open communication within the research support team.
- Support auditing processes and follow procedures to ensure audit requirements are met.
- Support the maintaining of relationships with internal and external grant stakeholders, such as LSE professors and overseas partners.
- Providing support for updates to ResearchFish, a platform regularly used by funders e.g. UKRI.
- Provide travel coordination and booking support for researchers.
- Support field work planning and coordination for research staff.
- Support the compiling of information and documents for grant proposal submissions.
- Help ensure staff are fully briefed and aware of internal Institute and wider LSE funding policies and processes for seeking new research funding.

### **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.