



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: City Data Administrator, Bloomberg LSE European City Leadership Initiative

Department/Division: LSE Cities

Accountable to: Programme Manager

Job Summary

The Bloomberg LSE European City Leadership Initiative is a pioneering and ambitious programme at LSE Cities that supports mayors and their teams to strengthen leadership skills, drive public sector innovation, and tackle complex urban challenges to deliver tangible results for residents.

Working closely with the Head of Programme and the Operations team, the postholder will provide administrative and logistical support throughout the city engagement cycle, including outreach, selection, recruitment and onboarding of participating cities.

Duties and Responsibilities

- Provide administrative and logistical support to the team throughout the city engagement cycle, including outreach, selection, recruitment and onboarding of participating cities.
- Establish and maintain accurate records of city data in the Bloomberg LSE European City Leadership Initiative database of around 700 European cities (currently hosted on Airtable). Organise regular data audits and updates based on desk research. City data includes elements such as electoral cycles, political leadership, contact details, network membership, and meeting records.
- Manage selection and outreach records throughout the recruitment and onboarding cycle, including longlists of eligible cities, contact logs, and expressions of interest.
- Administer communications with participating cities, including invitation management, email correspondence, reminder notifications, telephone follow-up, and maintaining accurate communications records.
- Liaise regularly with the City Government Innovation Observatory team on city intelligence and city data supporting outreach and recruitment efforts.
- Support the City Liaison Manager in preparing invitations, information packs, FAQs and promotional materials, recruitment updates and pipelines.
- Produce regular progress updates, maps, slide decks and data visualisations on recruitment developments for the project team for both internal and external reporting.
- Map outreach and recruitment opportunities across key target countries on an ongoing basis.
- Maintain recruitment document repositories and filing systems.
- Undertake research tasks on prospect cities and participating cities as required.
- Train team members and student assistants on how to use the database, as appropriate to their role. Work internally to ensure good practice on data entry, storage and sharing is consistent across teams.



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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.