

Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: City Data Administrator, Bloomberg LSE European City Leadership Initiative

Department/Division: LSE Cities

Accountable to: Programme Manager

Competency	Criteria	E/D
Education, Knowledge and Experience	Experience of providing high-quality administrative and operational support within a complex, fast-paced organisation or programme environment.	E
	Experience coordinating meetings, including agenda preparation, circulation of papers, and accurate minute-taking.	E
	Experience managing databases or structured records, ensuring accuracy, consistency and compliance with data protection requirements and good practice in handling confidential information.	E
	Experience preparing reports and presentations, including progress updates, maps, slide decks and data visualisations.	E
	Experience engaging with international stakeholders, ideally in a European or city-level context.	D
Planning and Organisation	Excellent organisational and time-management skills, with the ability to plan, prioritise, and manage multiple workstreams to meet deadlines.	E
	Experience managing digital storage systems or shared platforms, ensuring accessibility, version control, and compliance with agreed standards.	E
	Experience using tools such as SharePoint, Airtable, Planner, Salesforce and Qualtrics.	E

Communication	Excellent written and verbal communication skills, with the ability to communicate clearly and professionally with a wide range of stakeholders.	E
	Experience managing correspondence and inboxes, responding appropriately and escalating issues where necessary.	E
	Confidence in acting as a point of contact for programme participants and external partners.	E
	Proven ability to draft reports, summaries, or updates for senior management or funders.	D
	Experience supporting participant communications across application, onboarding, delivery, and alumni stages.	D
Teamwork and Motivation	Proven ability to work collaboratively as part of a team, contributing positively to shared objectives.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the role more effectively.