



## 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 Assistant, Economics of Education and Skills

**Department/Division:** The Centre for Economic Performance and Centre for Vocational Education Research

**Accountable to:** Prof. Sandra McNally

### Job Summary

You will provide research assistance for data searching, preparation and analysis in core projects of the Education and Skills Programme at CEP and in particular for projects funded by the Centre for Vocational Education Research (CVER). In addition, you will assist in data preparation and analysis for a European project in which CEP is conducting the evaluation with partners in other countries (the Active Citizenship Project).

You will spend much time researching issues about vocational education in England. The work includes extensive searching, merging and preparation of large micro data sources for modelling and analysis. You will focus on data and initial analysis under guidance from research supervisors and will help model clearly defined areas of analysis. Bibliographical surveys, non-technical reports and summaries will be prepared on analysis carried out by the team. Opportunities will be given for independent work and writing on the topics and data under investigation.

### Duties and Responsibilities

Work with colleagues on projects in CVER and the Education and Skills Programme.

- Data analysis. This includes preparation of charts/ graphs/tables and the use of econometric analysis for the development and testing of models and policy evaluation and for the preparation of papers.
- Identification, collection, cleaning and preparation of data. Matching data from different datasets.
- Perform literature reviews.
- Survey preparation for primary data collection
- Assist in the writing of reports and papers for refereed journals.
- Assist in presenting research findings and attend meetings and conferences as necessary.
- Conveying complex conceptual ideas or complex information which may be highly detailed, technical or specialist.
- Liaise with sponsors and outside agencies to report on research progress, obtain data, resolve data difficulties.
- Carry out administrative duties required by projects and project reporting.
- To attend seminars relevant to the program.

**Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.