



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 Officer

Department/Division: Sociology

Accountable to: Principal Investigator & Department Manager

Job Summary

The Research Officer will assist the Principal Investigator in the Department of Sociology on her Wellcome Trust funded project 'Human Rights, Human Remains: Forensic Humanitarianism and the Politics of the Grave'. The research on this project will involve: supporting the PI in the design and conduct of fieldwork; assisting in the design, carrying out, coding and analysis of interviews; identifying research participants and contacts; literature reviews; some consecutive oral translation from Spanish to English; preparing data for data sharing platforms; organising knowledge exchange activities in London and Mexico; management of project-specific social media.

The post holder will have or be near to completing a PhD in Sociology or a relevant social science. S/he will be fluent in English and Spanish. S/he will have training in and/or experience of conducting literature reviews, research ethics, qualitative research design and analysis and fieldwork. In addition the post holder will have some experience of organising and managing events and using social media for research and research dissemination.

Duties and Responsibilities

Range of Research Activities and Responsibilities

- Conduct research under the direction of the PI
- Conduct literature reviews and systematically map key organisations and institutions relevant to the project
- Assist the PI in designing and carrying out fieldwork in Mexico
- Contributing to the formulation of peer reviewed research grant proposals
- Assist in the coding and analysis of interviews using relevant software, appropriate methodologies and theoretical frameworks
- Identify potential research participants and maintain relationships with them to foster collaboration
- Provide some consecutive oral translation from Spanish to English where necessary
- Organise and manage knowledge exchange workshops in London and Mexico
- Keep up-to-date with subject related developments in relevant fields
- Assist with writing up project-related research
- Participate in public engagement activities related to the project
- Contribute creative solutions to research challenges
- Manage social media (e.g. Twitter, Facebook, blog) for the project



- Conduct research in accordance with LSE and Wellcome Trust Codes of Practice in relation to ethics, data collection and processing and other relevant policies at all times

Activities relating to administration and management and/or School service may include:

- Support the PI in reaching project goals
- Meet regularly with the PI to ensure progression of the project
- Attend project-relevant meetings
- Take responsibility for planning and meeting targets
- Assist in writing reports and manage administrative activities related to the research project
- Adhere to the established project budget and monitor and maintain an account of all expenditure
- Prepare data for data sharing platforms
- Attend training as necessary

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.