



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: Assistant Professorial Lecturer (Data Science and Public Policy)

Department/Division: School of Public Policy

Accountable to: Academic Director

Job Summary

The post-holder will teach the first year core (compulsory) course 'Data Science for Public Policy' (PP4xx). The post-holder will be responsible for course level leadership of teaching, administration, assessment and support to students on this course, focussing on a highly applied and policy-relevant approach to data science skills, from the basics of data cleaning and coding notebooks in the first term to predictive models in the second term. The post-holder will make significant contributions to course design, and will teach both lectures and seminars (classes, sections) for this course, which is expected to comprise 15 students in the first instance with the potential to grow in subsequent years. The post-holder will deliver inspirational teaching, and a demonstrable contribution to student learning, advice and professional development.

Duties and Responsibilities

Course teaching

- Design and deliver outstanding teaching in the full-year, first-year core course, Data Science for Public Policy using Python to teach students the tools to address and resolve public policy challenges with data and data science tools
- Produce and manage of high-quality learning resources to deliver learning outcomes
- Lead on the monitoring and enhancement of the quality of the teaching on the course
- Hold extensive course-level weekly office hours during term-time to meet student demand for support in their learning
- Communicate effectively with the student cohort, promoting clear information about the course and resolving student queries
- Effectively use technology in teaching, both specialist software relevant to the course but also generic teaching software

Course-level leadership

- Develop an innovative and attractive course, shaping and influencing curriculum development and actively contributing to the review of the course in accordance with departmental strategy and changing disciplinary teaching practice
- Manage the quality of teaching delivered on the course through liaison among academic staff teaching on the course (where applicable)



- Lead the review and monitoring of the course syllabus, teaching materials, resources and content as part of the department's and the School's on-going commitment to improving teaching

Course management and course assessment

- Monitor seminar sign up process and deal with any matters arising
- Lead on course-level meetings, committees and SSLCs, creating a record of feedback and development
- Meet and oversee the progress of underperforming students and deal with issues arising through liaison with academic advisers
- Design appropriate formative and summative assessment for courses taught by the post-holder, developing professionally relevant knowledge and skills, including all grading, evaluation and feedback
- Produce all assessment for the course taught by the post-holder as required by LSE policies

Departmental contribution

- Make a significant contribution to student recruitment, and student support initiatives, liaising both with colleagues in the SPP and across LSE
- To work co-operatively with academic staff on all teaching and education related matters, as appropriate to the role
- Co-ordinate teaching planning and development with others in the department to ensure the complementarity of approaches
- Foster departmental collegiality and fulfil obligations to the Head of Department, Academic Director and Programme Directors

Development

- Engage in (inter)disciplinary, professional and educational research and / or development / publication of educational materials / textbooks as required to support the department's teaching activities, emphasising reflective pedagogy as appropriate
- Extend, transform and apply knowledge from external activities to teaching
- Benchmark individual and department teaching against that of peer departments in order to inform course review and departmental strategy
- Develop competence across a range of teaching experience across courses, study levels and kinds of educational activity

Flexible Working

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.

The SPP operates a blended approach between campus and off-campus work, determined according to the responsibilities of each post. This is a student-facing role with the expectation that the post-holder will be on campus for the majority of term time. All teaching is expected to take place in-person, on campus.



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.