



## 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:** LSE Research on Southeast Europe (LSEE), European Institute  
**Accountable to:** LSEE Director

### Job Summary

The post-holder will conduct research on a number of projects under the new research programme launched at LSE Research on Southeast Europe (LSEE) on “Assessing economic policies and performance in the Western Balkans”, under the direction of the LSEE Director; as well as independent research on themes relevant to the geographic and thematic focus of LSEE. They will be involved in all stages of research, from data collection and analysis to writing of academic papers and policy digests, and will be expected to contribute to policy-engagement and other support activities of the programme (including applications for external funding). The successful candidate will have a PhD in Economics or a related discipline and good working knowledge of applied micro-econometrics, including counterfactual methods for impact analysis.

### Duties and Responsibilities

The Research Officer will be expected to conduct high-quality research both independently and on pre-specified projects as part of a team. Key duties and responsibilities will include:

- Data collection, processing and analysis/management, using appropriate software such as MS Excel, Matlab, Stata, and R.
- Implementation of complex analyses using descriptive and confirmatory methods in economics (including micro-econometric and counterfactual analysis methods).
- Bibliographic research and literature reviews, as well as reviews of relevant policies and policy changes in specific policy areas across the Western Balkans region.
- Contributing to the formulation of research ideas and to research design for specific projects and pieces of policy analysis.
- Writing up research for publication in a variety of modes, including peer-reviewed journals.
- Initiating and fostering links with external bodies to foster collaboration.
- Participating in, and contributing to the organisation of, academic (workshops, seminars) and policy events organised within the programme.
- Contributing to relevant policy- and public-engagement activities within the programme and initiating such activities on behalf of LSEE.
- Presenting research papers to academic conferences.
- Exploring and pursuing opportunities for external research funding for projects falling within the scope and interests of LSEE and the programme.
- Playing a constructive role to the life of LSEE and the project team.



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

- To comply with relevant School policies, including financial regulations, health and safety policy, information systems security, and intellectual property rights
- To undertake any necessary training and/or development
- Any other duties commensurate with the grade of the post as directed by the line manager

#### **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.