



## 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:** Government

**Accountable to:** Professor Leigh Jenco

### Job Summary

The Research Officer will work closely with the LSE Principal Investigator (PI) on the collaborative research project 'East Asian Uses of the European Past: Tracing Braided Chronotypes' funded by Humanities in the European Research Area (HERA).

The Research Officer will help the PI plan and manage conferences and organize knowledge-exchange activities with academics and local partners (including the British Museum). S/he will also be expected to work closely with LSE's other HERA collaborators at the Universities of Heidelberg, Zurich and Madrid.

The Research Officer will carry out collaborative and independent research, conducting textual or other forms of research appropriate to her/his discipline and related to the theme of the collaborative research project.

### Duties and Responsibilities

#### RESEARCH

- Conduct research on cross-cultural or transcultural themes in history, philosophy, or political thought related to East Asian and European interaction since the 17<sup>th</sup> century
- Work as part of a team in ensuring fulfilment of project goals, including organization of conferences and knowledge-exchange activities with local partners
- Research collaboration as well as independent research on key aspects of the project; collate and document findings; contribute to the fulfilment of project deliverables and its work packages, including publications; contribute creative solutions to research challenges; assist with processing of text data; support with administration of project deliverables; organisation and running of workshops and seminars; initiating and sustaining links with external bodies to foster collaboration; presenting research papers at conferences; assistance with dissemination and promotional activities

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

- Playing a constructive role in the life of the Department.



All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, the Principal Investigator.

**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.