



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, Qualitative Research Project

Department/Division: Sociology

Accountable to: Project Leader & Department Manager

Job Summary

The Research Officer will assist the Project Leader in an LSE funded project on 'Developing and Sustaining Inclusivity in the Curriculum at LSE'. The research on this project will involve: developing participatory research within the institution; conducting literature reviews, conducting qualitative interviews and focus groups, analysing data, collating sector-wide material on inclusive learning, project administration, collaborating on writing up and disseminating research findings. The post holder will have experience of working with descriptive statistics, and qualitative research methods.

Duties and Responsibilities

- Assist in developing participatory research framework
- Manage administrative activities related to the research project
- Conduct literature reviews
- Review and assess sector wide policy and practice documents
- Assist in writing reports
- Attend research meetings
- Assist in development of materials to support inclusive learning
- Assist in dissemination of findings through organisation of and attendance at events
- Support PI in reaching common goals

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



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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.