



## 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 Assistant

**Department/Division:** Marshall Institute

**Accountable to:** Professor Nava Ashraf

### Job Summary

The Research Assistant will work closely with Professor Ashraf on all her projects. You will be involved in the design and start-up phase of numerous upcoming field experiments, work in teams with Professors and PhD students on data analysis, and engage in policy and practitioner outreach.

### Duties and Responsibilities

The Research Assistant will undertake a variety of tasks including, but not limited to:

- Identifying appropriate methods of investigation or analysis according to data and objectives
- Conveying complex conceptual ideas or complex information which may be highly detailed, technical or specialist
- Interpreting and analysing patterns or trends in data
- Retrieving, collating and cleaning data from different sources (such as survey data, experimental data, administrative data).
- Managing large scale databases
- Conducting literature reviews
- Assisting in the writing of reports, other research outputs, and funding applications.
- Contributing to the organisation of conferences, seminars and workshops
- Supporting and leading on diverse dissemination and outreach activities to high-level policy makers and practitioners (both in non-profit and for-profit sectors), including summarising research in a variety of modes.
- Supporting team members to reach common goals
- Managing own research and administrative activities, with guidance
- Demonstrating a knowledge of theory, methods and practice and demonstrating development through acquisition of relevant skills and competencies.
- Collaborating with field partners and other principal investigators to support project implementation.

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

### 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.