



## 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 in Inequalities: Cities, Jobs, and Economic Change

**Department/Division:** International Inequalities Institute

**Accountable to:** Research Theme convenor: Cities, Jobs and Economic Change

### Job Summary

The post is for a Research Officer to support the research theme on the Cities, Jobs, and Economic Change. The candidate will be part of a multi-method research team convened by the International Inequalities Institute (III). The post holder will be expected to conduct original academic research on substantive research topics (which could be independent, and/or collaborative with other theme members) which will lead to high quality academic publications. The post-holder will also be expected to contribute to publications and reports for a broader audience, such as consultation and policy interventions, through blogs and other social media outlets. The appointee will also support a wider team of LSE academics working in this theme and will assist both the Theme Convenor and the Director of the III in the organisation of regular meetings and theme co-ordination more broadly. The post holder will also liaise with the Atlantic Fellows for Social and Economic Equity (AFSEE) programme to foster interaction with Fellows and knowledge exchange. They will contribute to the activities of the Institute, through organising seminars, other events and contributing to its public interventions and web presence.

### Duties and Responsibilities

- Conducting original research on aspects related to cities, jobs, and economic change, working independently and in a team.
- Supporting LSE colleagues conducting research within this theme by doing additional research such as interviewing key informants, collecting data or other activities.
- Demonstrating the ability to analyse and research complex ideas, concepts or theories and applying appropriate methodologies.
- Writing up research for publication in a variety of modes including peer reviewed journals.
- Supporting the co-ordination, preparation and writing of research bids to a variety of funding sources
- Generating appropriate materials to support the connection between the AFSEE programme and the III on the research theme
- Initiating and sustaining links with external bodies to foster collaboration.
- Presenting research papers at appropriate events.
- Organising conferences, seminars, webinars, and workshops.
- Contributing creative solutions to research challenges.
- Supporting the coordination of a team of academics affiliated with the research theme
- Preparing reports and other documentation related to the theme (e.g. general reporting, website and III annual report).



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

- Playing a constructive role in the life of the Institute.
- Managing the activities of research assistants on a day-to-day basis.

All of the above subject to the contractual obligations imposed by the Director of the Institute.

**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.