



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, CEP

Department/Division: Education and Skills Programme
Accountable to: Prof. Sandra McNally

Job Summary

The Research Assistant will provide assistance on a number of projects relating to education and skills. This will involve quantitatively analysing data on students, educational institutions, and local authorities. Projects may include (for example), analysing the effects of school expenditure on student outcomes; describing and analysing the distribution of post-16 institutions according to various quality measures and considering what this means for later outcomes; analysing the relationship between school grades and future educational and labour market outcomes.

The work includes extensive cleaning, merging and preparation of large micro data sources for modelling and analysis. The Research Assistant will primarily focus on data and initial analysis under guidance from research supervisors and will help model clearly defined areas of analysis.

Duties and Responsibilities

- Data analysis. This includes preparation of charts/ graphs/tables and the use of econometric analysis for the development of descriptive statistics and correlations, testing of models and for the preparation of papers.
- Collection, cleaning and preparation of data. Matching data from different datasets.
- Performing literature reviews.
- Assist in the writing of reports and academic papers.
- Assist the team to organise stakeholder meetings and workshops.
- Assist in presenting research findings to sponsors, outside agencies, stakeholders, academic conferences, as necessary.
- Obtaining data and resolving data issues with outside data providers, dealing with licensing issues.
- Carry out administrative duties required by projects and project reporting.
- Attend seminars relevant to the program.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.