



## 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:** Hellenic Observatory Research Officer

**Department/Division:** Hellenic Observatory/European Institute  
**Accountable to:** Hellenic Observatory Director

### Job Summary

The Hellenic Observatory seeks to appoint a Research Officer who will facilitate sustained research and research coordination in the Hellenic Observatory. This post is a full-time, fixed term post for 2 years. The Research Officer will be based in the Hellenic Observatory, which is part of the European Institute, and will be responsible to the Director of the Hellenic Observatory. The post holder will have good extensive knowledge of Modern Greek.

### Duties and Responsibilities

The Research Officer will:

1. Mainly be responsible for preparing and project coordinating applications for research/project funding as relevant to the agenda of the Hellenic Observatory, as directed.
2. Have the opportunity to undertake independent research on one or more projects of direct relevance to the interests of the Hellenic Observatory and to the public policy agenda in Greece. Applicants are invited to propose their own project to be delivered and completed within the 24 months.
3. Support the general research activities of the Hellenic Observatory.

We seek a candidate who can undertake a coherent programme of research/project funding on Greece and undertake their own research programme as indicated by the research proposal you will have submitted as part of the application process, covering political, economic and and/or social developments.

The research will be undertaken under the supervision of the Observatory's staff and should demonstrate the ability to frame and research complex ideas, concepts or theories and to apply appropriate methodologies to your empirical analysis.

- To take the main initiative in the planning of research, conducting research projects and programmes independently and as part of a team.
- The research will be designed to lead to publication(s) of relevance to contemporary policy



debates and in high quality publications in peer-reviewed outlets.

- Leading in the formulation of peer reviewed research grant proposals.
- Demonstrating the ability to analyse and research complex ideas, concepts or theories and applying appropriate methodologies.
- Contributing creative solutions to research challenges.
- Design, implement and evaluate fieldwork and collate data using appropriate data analysis tools.
- Writing up research for publication in a variety of modes including peer reviewed journals.
- Presenting research findings/papers at conferences/seminars/workshops.
- Organising and assisting with conferences, seminars and workshops.
- Initiating and sustaining links with external bodies to foster collaboration.
- Produce regular progress reports for the Director of the Observatory on the research and likely publications.
- Provide a full written report to the Director before the end of the appointment that may be passed to the Advisory Board.
- Acknowledge the support of the Observatory in all public activities and publications deriving from the appointment period.
- Play a constructive role in the life of the Hellenic Observatory by participating in its public activities and offering appropriate support to them and initiating such activities on behalf of the Observatory.

Activities relating to the administration and management and/or School service will include:

- To undertake appropriate administrative tasks
- To attend relevant meetings
- To comply with relevant School policies, including financial regulations, health and safety policy, information systems security, and intellectual property rights
- To undertake any necessary training and/or development
- Any other duties commensurate with the grade of the post as directed by the line manager

### **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



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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.