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 (Conflict Research Programme)

Department/Unit: International Development, Conflict and Civil Society Research Unit
Accountable to: LSE Research Fellow in Humanitarian Research

Job Summary

The Department of International Development promotes interdisciplinary postgraduate teaching and research on processes of political, economic, and social development and change. The Post is based in the Department's Conflict and Civil Society Research Unit and will support the Unit's Conflict Research Programme (CRP). The CRP is designed to address the drivers and dynamics of violent conflict in the Middle East and Africa and to inform the measures being used to tackle armed conflict and its impacts. The Post-Holder is expected to establish a personal research agenda in line with the overall objectives of the CRP and provide a dedicated research management support to CRP Consortium Executive Director and Co-Director for Research, working closely with the CRP Research Directorate, CRP Country Teams and the CRP Programme Manager. The Post-Holder will be required to work independently and be proactive. S/he will need to develop strong relationships with the funding and partner organisations; navigate research governance issues; monitor progress against the CRP work plan at both programme and country-programme; lead on gender mainstreaming across CRP structures and messaging, working closely with the CRP Gender Task Team and the CRP Research Uptake and Social Media Officer.

Duties and Responsibilities

Range of Research Activities and Responsibilities

- Establish a personal research agenda in line with the overall objectives of the CRP, in discussion with the Director and Co-Director for Research
- Support two annual cross-programme research initiatives (a special issue on conflict dynamics and a policy report on an area of policy intervention), working with the Director to develop the research agenda for each of these.
- Monitor progress against, and developments, within, the CRP workplan at both programme and country-programme level, working with the Director, Programme Manager, and country teams.
- Monitor the research content of, and participate in the implementation of, the programme's uptake and dissemination strategy, working with CRP teams, the Programme Manager, and the Uptake and Social Media Officer.
- Serve as a key focal point for engagement with DFID on research matters and be expected to provide feedback on draft CRP outputs, where these fit their area of expertise, and seek out alternative experts where that is not the case.
- Participate in, help set the agenda of, and produce summary reports of several internal and external workshops each year.

- Support the Research Directorate of the programme on research matters, working with the Director, Co-Director for Research, and Programme Manager.
- Monitor the ethical aspects of the programme, working with the Director, Programme Manager, country teams and relevant LSE leads.
- Lead on gender mainstreaming across CRP structures and messaging, working closely with the CRP Gender Task Team and the CRP Research Uptake and Social Media Officer.
- Contribute to periodic reporting requirements of the programme's funder DFID, including working on the annual report, working with Director and Programme Manager.
- Contributing to the formulation of peer-reviewed research grant proposals.
- Writing up research for publication in a variety of modes including peer-reviewed journals.
- Presenting research papers at conferences.
- Organising conferences, seminars and workshops.
- Contributing creative solutions to research challenges.

Activities relating to administration and management and/or School service may include:
- Playing a constructive role in the life of the Unit/Department.
- Managing the activities of research assistants on a day-to-day basis.

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.