



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: Programme Director

Department/Division: Media and Communications
Accountable to: Head of Department

Job Summary

The Justice, Equity, and Technology Table aims to broaden the boundaries of public discourse, diversify stakeholder participation, and impact policymaking on issues of equality, justice, and data governance. The Table, co-sponsored by the International Inequalities Institute and funded by a grant from the Knowledge Exchange and Impact Fund, will convene Table members representing diverse areas within Europe's human rights sector.

The Table will foster coordination amongst its members to increase knowledge exchange and foster impact on the governance of data-driven technologies (e.g. statistical and automated computer systems). Specifically, the Table will:

- Extend debate about automated discrimination beyond industry-run spaces
- Invite recommendations for new Table members representing diverse communities of practice and areas of expertise
- Transform how civil society representatives across diverse communities of practice and areas of expertise engage with automated discrimination issues
- Stimulate coordination of Table participation in research and political opportunities related to automated discrimination and automated decision-making systems

The Programme Director may also be asked, where appropriate, to contribute to further funding bids to continue or expand upon the presently funded Initiative.

The Programme Director would be based at the Department of Media and Communications. They would work with a degree of independence, under the supervision of Dr Seeta Peña Gangadharan. As well as pursuing the objectives of the Justice, Equity, and Technology project, the Programme Director would be expected to play an active role in the life and activities of the Department of Media and Communications.

Duties and Responsibilities

Project specific tasks:

- Manage relationships with the Table's advisory group and Table members
- Manage relationships with the International Inequalities Institute, the Table's co-sponsor
- Manage and co-lead regularly scheduled Table meetings, including remote meetings and meetings held outside of London
- Manage editorial content for internal Table-related documents and public-facing documents, such as the Department of Media and Communications and International Inequalities Institute websites and other social media properties



- Document relevant news, events, political opportunities, and/or research related to issues of data governance, equality, and justice
- Co-develop and implement an evaluation and documentation plan for the Table
- Maintain funder relations, including fulfilment of reporting requirements to existing or future funders
- Participate in administrative meetings

General tasks:

- Contributing to the formulation of grant proposals should this be required;
- Managing the activities of research assistants on a day-to-day basis should this be required.

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.