



## 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 (Urban Age Programme)

**Department/Division:** LSE Cities

**Accountable to:** Programme Directors

### Job Summary

LSE Cities seeks to appoint a Research Officer to work on research preparations and development for the next Urban Age research programme, focussing primarily on the theme of the interface between formal and informal urban structures and services, and digital technology and local needs.

There is a considerable knowledge gap on the most rapidly urbanising regions of the world of which many Sub-Saharan African countries are among the most prominent examples. The Urban Age programme is well positioned to bring together international research and outreach activities inquiring about some of the most relevant characteristics of 'young urbanism' while drawing on expertise from a global network of cities and urban research institutions. Urban Age will address four sub-themes i) Economic development and urban productivity ii) The interface between formal and informal urban structures and services iii) The role of food supply & retail in city design iv) Digital technology and local needs.

In addition we will establish a broader information base as part of the programme's African Urban Age analytics. This includes charting and mapping residential and employment density, transport infrastructure, administrative boundaries and urban footprints, and charting urban governance, population demographics and employment sectors.

### Duties and Responsibilities

Duties will include the following:

- To take initiatives in the planning of research, conducting research projects and programmes independently and as part of a team
- Analysing and researching complex ideas, concepts and theories and applying appropriate methodologies
- Contributing creative solutions to research challenges
- To collect data, including coding of data.
- To conduct data analysis
- To ensure the validity, reliability and audit trail of data at all times
- Contributing to the formulation of peer reviewed research grant proposals
- Writing up research for publication in a variety of modes including peer reviewed journals
- Contributing actively to the policy engagement and outreach activities of the Centre institute
- Initiating and sustaining links with external bodies to foster collaboration



- Presenting research findings/papers at conferences/seminars/workshops
- Organising and assisting with conferences, seminars and workshops

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

- To undertake appropriate administration 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

#### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

#### **Equality and Diversity**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

#### **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.