



## 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. The description of the duties and responsibilities reflect the post at the time it was drawn up, the details of which may change over time without changing the general character and purpose of the post or the level of responsibility encompassed.

**Job title:** LSE Fellow

**Department:** Health Policy

**Accountable to:** Head of Department

### Job Summary

Roles at this level will normally be for those who have completed their PhD or are close to completion. LSE Fellows undertake both teaching and research. They will be expected to have sufficient breadth and depth of specialist knowledge to act as key members of a teaching team within an established programme of study and to pursue individual and collaborative (if appropriate) high quality research leading to publication in peer reviewed journals. The Department of Health Policy is seeking to appoint an LSE Fellow who is able to contribute to the departmental teaching provision, mainly at postgraduate level, but also to the departmental offering of executive education. They will be required to teach courses in the areas of health policy, health economics, global health and cost effectiveness analysis.

### Duties and Responsibilities

Contributing to the scholarship and intellectual life of the School by conducting teaching and research which will enhance the School's reputation as a research-led teaching institution, with appropriate mentoring from the department.

- Supervising, teaching and examining masters level students through lectures, seminars, course work and tutorials.
- Identifying learning needs of students; helping to define learning objectives and to provide appropriate support.
- Acting as a personal tutor and providing pastoral care.
- Supervising personal tutees for their end of year dissertation, participating in dissertation workshops throughout the year and referring supervisees to expert advisors where appropriate.
- Holding regular office hours (at least 2 hours per week).
- Marking and providing feedback on formative (ie practice) essays, summative (ie assessed) essays and exam papers during the academic year; and marking dissertations and projects.
- Proof-reading exam papers and organising exam script distribution and collation of marks to/from markers.
- Participating in regular teaching meetings, with academics and administrators involved in the course, with appropriate mentoring.



- Managing academic administration arising from teaching responsibilities – e.g. class preparation and marking, with guidance as required.
- Involvement and participation in student events and fieldtrips as required.
- Developing and pursuing a coherent programme of research e.g. through publication(s) arising from their PhD or from their post-doctoral research.
- Developing a body of high-quality publications in peer reviewed journals.
- Developing a national/international reputation for research in their area of expertise.

### **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.