# 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:** Policy Officer in Racial Inequalities

**Department/Division:** International Inequalities Institute
**Accountable to:** Executive Director, Atlantic Fellows for Social and Economic Equity programme

### Job Summary

The Policy Officer will develop and conduct their own year-long project aimed at understanding some aspect of racial disparities or inequalities. The project will address the social and economic importance of racial inequalities aimed at creating a better understanding of racial inequalities within the social sciences and consider concepts of racial inequality and/or racial justice beyond Europe and North America.

The post holder will undertake sustained, rigorous, user-focused and policy-oriented analysis and write up research-based policy-relevant outputs, which may or may not be published in academic outlets and seek to achieve excellence in engagement and impact.

The post-holder will also be expected to play a full role in the work of the AFSEE programme and in the broader activities of the III.

### Duties and Responsibilities

- Conducting rigorous, research-based user-focused and policy-oriented analysis in collaboration with research and academic staff.
- Writing up research-based policy-relevant outputs, which may or may not be published in academic outlets, including but not restricted to policy briefs, working papers, presentations, or blogs, in a timely manner which contribute to the overall research programme of the Institute.
- Helping in the organising and conducting of engagement activities, including building networks, presenting at conferences, seminars, and workshops, and making submissions to public inquiries or evidence sessions, to ensure that research outputs have demonstrable impact and inform the public debate.
- Contributing to the organisation of engagement activities with policy audiences in the public and private sectors, nationally and internationally.
- Interacting with research programme funders or sponsors, including contributing to funding proposals.
- Contributing to initiating, developing, and sustaining links with contacts and networks inside and outside LSE including those in other educational institutions, businesses, policy networks, and professional organisations to actively foster collaboration.
- Contributing to the development of teams, and supporting team members to achieve common goals

- Fostering collegiality and fulfilling responsibilities as set out by AFSEE's Executive Director or the Institute Director
- Attending and participating in Institute meetings and contributing towards the intellectual life of the unit
- Contributing to the development of individuals, e.g., through mentoring of research assistants.
- Playing a constructive role in the life of the Institute.

Other responsibilities may include:

- Contribution to aspects of student/Atlantic Fellow experience

**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.