



## 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 in Latin American Inequality

**Department/Division:** International Inequalities Institute (III)

**Accountable to:** III Director

### Job Summary

The International Inequalities Institute hosts the secretariat of the Latin American and Caribbean Inequality Review. The post holder will serve as the Secretary of the Review, overseeing all practical aspects of its operations, as further detailed below.

The post holder will also have time for and be expected to develop his or her own research agenda on an aspect of inequality in Latin America, leading to high-quality scholarly publications. The appointee will closely with the Director of the III in overseeing the LACIR international research network.

The post-holder will also play a full role in the III research community, through participation in team meetings, regular seminars, public events, etc.

### Duties and Responsibilities

The job has two main components. The first is to conduct rigorous and relevant research on some aspect of inequality in Latin America. This will involve:

- Developing a coherent programme of research focusing on educational, income, wealth or another type of inequality in part or all of Latin America and the Caribbean
- Writing up research outputs in academic outlets, working papers, presentations or blogs, in a timely manner.
- Coordinating, preparing and writing research bids to a variety of funding sources
- Helping in the organising and conducting of engagement activities, including building networks, presenting at conferences, seminars and workshops
- Fostering collegiality and fulfilling responsibilities as set out by the Institute Director
- Attending and participating in Institute meetings and contributing towards the intellectual life of the unit



The second component of the job is to serve as Secretary to the Latin American and Caribbean Inequality Review (LACIR). This will involve:

- Coordinating communication among members of the LACIR research community, including panel members, paper authors, discussants and other participants.
- Overseeing the organization of seminars, workshops, and conferences, both in person and online
- Overseeing the timely delivery of various paper drafts by commissioned authors, and managing the pertinent contractual relationships
- Scheduling and minuting panel and steering committee meetings
- Managing the LACIR website and procuring content for it
- Otherwise supporting the LACIR project as requested by the III Director

#### **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.