THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

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 post holder. 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: Assistant Professor in Media and Communications

Department: Department of Media and Communications **Accountable to:** Head of Department

Job Summary

Based in the Department of Media and Communications, the post holder will contribute to the intellectual life of the School through conducting and publishing outstanding quality research, engaging in high quality teaching as instructed by the Head of Department, and participating in the School and wider Department activities.

Range of Academic Activities and Responsibilities at Assistant Professor Level at LSE

Note: The relative balance of activities in research, teaching and administration may vary across departments, and is also likely to vary for any particular individual over the course of their career.

Research

- Conducting substantive research into complex problems, ideas, concepts or theories and applying appropriate methodologies.
- Developing and carrying forward a coherent research strategy in their discipline which has national and international impact.
- Developing a body of outstanding quality publications in well recognised peer reviewed outlets.
- Initiating and developing links with internal contacts such as academics in interdisciplinary departments/institutes/centres, external contacts at other educational institutions, employers and professional organisations to actively foster collaboration.
- Presenting research and giving invited papers at national and international conferences.
- Acting as a reviewer for academic journals.
- Providing academic leadership at conferences and raising the profile of LSE research.
- Providing expert opinion and commentary to external audiences and organisations.

Teaching

- Contributing to the intellectual life of the School by engaging in high quality core teaching.
- Contributing to the monitoring and enhancement of quality in teaching within the department.
- Actively seeking and pursuing training in teaching technology and practice, for example by

undertaking the PGCertHE to associate level.
- Teaching and examining undergraduate and masters level students.
- Acting as personal adviser and providing pastoral care.
- Supervising PhD students (but not sole supervisory responsibility for research students whilst pre-Interim Review).
- Developing innovative and attractive courses, shaping and influencing curriculum development and actively contributing to the review of courses in accordance with departmental strategy.
- Supervising hourly-paid teachers, including organising and delegating work, arranging induction and providing training and guidance.
- Actively contributing to departmental teaching administration.

Activities relating to departmental administration and management and/or School-wide service

- Fostering departmental collegiality and fulfilling individual responsibilities as set out by the Head of Department and/or other senior colleagues.
- Actively contributing to the intellectual life of the department and to the work of the School overall, for example:
    - Attending and participating in departmental meetings.
    - Acting as a member of and/or chairing departmental, inter-departmental or School committees, e.g. exam boards and sub-boards.
    - Participating in departmental hiring searches and making shortlisting recommendations for new members of academic staff.
    - Liaising with central and departmental administration across the School to resolve issues concerning programme development, student welfare and examinations etc.
- Engaging with external institutions, organisations and the wider community to support research, teaching and School strategic objectives.

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

LSE believes that equality for all is a basic human right. 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 reassignment, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation.

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 School's Ethics Code. As such you are required to read and familiarise yourself with the Ethics Code.

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.