



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: LSE Fellow in Urban Planning and Geography (Band 6)

Department/Division: Geography & Environment

Accountable to: Prof Steve Gibbons

Job Summary: To contribute to the administrative and teaching duties of the department at undergraduate and postgraduate level in urban planning and geography: in particular, urban policy and planning, social life of cities, urban geography, and experiential learning. To maintain your own research programme and to contribute to the Department's research seminars and meetings.

Duties/Responsibilities

- Contributing to the scholarship and intellectual life of the School and Department by conducting teaching which will enhance the School's high reputation as a research-led institution, with appropriate mentoring from the Department.
- Supervising, teaching and examining undergraduate and master's level students through lectures, seminars, coursework and tutorials. The range of teaching duties may change from time to time but the Fellow will contribute to some or all of the following areas:
 - teaching at undergraduate and postgraduate levels in the appropriate area of expertise
 - tutorials at undergraduate level and the supervision of MSc students
 - dissertation supervision
- Identifying learning needs of students; helping to define learning objectives and to provide appropriate support.
- Developing and supporting experiential learning experiences (e.g., city walk, field trip) for undergraduate and MSc students
- Acting as personal tutor to students and providing pastoral care.
- Supervising students 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 for students
- Providing formative and summative feedback on assessments.
- Undertaking examination-related duties, such as exam and dissertation marking, as required.
- Participating in regular teaching meetings, with academics and administrators involved in the course, with appropriate mentoring, as well as Research Cluster and Departmental meetings.
- Attending PhD student presentations.
- Managing academic administration arising from teaching responsibilities – e.g., class preparation and marking, with guidance as required.
- Organise and participate in initiatives to support the Department's provision of co-curricular and extra-curricular learning for geography and environmental students. This will include field-trips and other off-campus educational activities for undergraduate and postgraduate students.

**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.