



## 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

**Department/Centre/Institute:** Hellenic Observatory, European Institute  
**Accountable to:** Hellenic Observatory Director

### Job Summary

The Hellenic Observatory seeks to appoint a Research Officer who will engage in the management of external research projects; help develop a programme of research, seeking external funding, in conjunction with Hellenic Observatory academic staff; and, will pursue his/her own high quality research related to Greece and/or Cyprus. This post is a full-time, fixed term post for one year in the first instance. The Research Officer will be based in the Hellenic Observatory, which is part of the European Institute, and will be responsible to the Director of the Hellenic Observatory.

### Duties and Responsibilities

#### Range of Research Activities and Responsibilities

- Responsibility for managing a series of external research projects undertaken for the Hellenic Observatory (HO Research Calls Programme)
- Working with academic colleagues to develop research project(s) on Greece and/or Cyprus and actively seek external funding to support them.
- Acting as managing editor for the Hellenic Observatory's 'GreeSE Discussion Paper Series'.
- Pursuing his/her own independent, high-quality research related to the public policy agenda in Greece and/or Cyprus.
- Demonstrating the ability to analyse and research complex ideas, concepts or theories and applying appropriate methodologies.
- Designing and conducting field-work.
- Initiating and sustaining links with external bodies to foster collaboration.
- Presenting research papers at conferences.
- Organising and assisting with conferences, seminars and workshops.
- Contributing creative solutions to research challenges.
- Contributing to the formulation of peer reviewed research grant proposals.
- Writing up research for publication in a variety of modes including peer reviewed journals.



**Activities relating to administration and management and/or School service may include:**

- Playing a constructive role in the life of the Hellenic Observatory, European Institute
- Supporting the general activities of the Hellenic Observatory, European Institute
- Managing the activities of research assistants on a day-to-day basis.
- To comply with relevant School policies, including financial regulations, health and safety policy, information systems security, and intellectual property rights
- To undertake any necessary training and/or development
- Any other duties commensurate with the grade of the post as directed by the line manager

All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, Principal Investigator and/or Head of Centre.

**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.