



## 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: LACC- Canning House Research Officer**

**Department/Centre/Institute: Latin America & Caribbean Centre      Accountable to: Director**

### Job Summary

The Latin American and Caribbean Centre seeks to appoint a Research Officer to support the Canning House Forum, a five-year programme of research on the future of Latin America and the Caribbean with particular reference to relations between the region and the United Kingdom. The programme is organised as a series of consecutive projects, of between 12-18 months each, with the first to be focused on trade.

The post-holder will develop the Forum programme, conduct original research, engage with policy-makers, private companies and think-tanks both in the UK and the region, and undertake knowledge exchange through peer review papers, workshop and conference presentations, blogs and social media.

This post is a full-time, fixed term post for three years in the first instance. The Research Officer will have a PhD and work under the guidance of the Centre Director. Further details on the Centre are available at <http://www.lse.ac.uk/lacc/about-us>

### Duties and Responsibilities

#### Range of Research Activities and Responsibilities

- Design and conduct each research project.
- Demonstrate ability to analyse complex ideas, concepts or theories and apply appropriate methodologies.
- Initiate and engage with external organisations for research and knowledge dissemination.
- Present research papers at seminars, workshops and conferences.
- Write up research for publication in peer reviewed journals and the Centre Blog
- Lead on writing Forum Annual Report
- Identify and develop further funding opportunities, including grants.

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

- Play a constructive role in the life of the Centre.
- Manage research on a day-to-day basis.

All of the above subject to the guidance of the Centre Director and the Forum Steering Committee.

**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.