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

Job Summary:

The post holder will contribute to the research objectives of the Ada Lovelace Institute (Ada) and the Arts & Humanities Research Council project through a creative and forward-thinking approach by;

- framing a creative, humanities-led perspective on AI and data ethics, particularly through translation across disciplines and between research, practice and policy
- building up a repository of research
- convening workshops and events
- mapping and managing relationships between researchers and practitioners, and contributing themselves to creative, critical and novel research on data and AI ethics.

Duties/Responsibilities

Specific tasks:
- to map and understand the field of data and AI ethics research and practice in the UK.
- to develop creative, novel and humanities-led research on data and AI ethics, publishing in peer-reviewed journals.
- to contribute to commissioning and management of white papers, fellowship projects and commissioned creative works, as appropriate.
- to collaborate with other researchers on the production of project deliverables, taking the lead on their production as appropriate.
- to organise research meetings, stakeholder events and public events as appropriate
- to present research at seminars/conferences and to contribute to communications and dissemination for the network.
- to set up and maintain an interdisciplinary network of collaborators within and beyond the framework of the current funded research.

Through these tasks the Research Officer will demonstrate the ability to analyse and research complex ideas, concepts or theories, and apply appropriate methodologies and contribute creative solutions to research challenges.

General tasks:
- Contributing to the formulation of peer-reviewed research grant proposals should this be required;
- Managing the activities of research assistants on a day-to-day basis should this be required.

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 Department.

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.