



## 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 – Economy & Public Policy

**Department/Division:** Hellenic Observatory Centre for Research on Contemporary Greece and Cyprus (HOC)  
**Accountable to:** Director of the Hellenic Observatory

### Job Summary

The Research Officer will conduct research within the areas of regional growth, industrial diversification, and the labour market under the new research programme launched at the Hellenic Observatory led by the Centre Director, Prof. Vassilis Monastiriotis, as well as independent research on themes relevant to the Hellenic Observatory's research cluster on Economy & Public Policy. The post-holder will be involved in all stages of research, from data collection and analysis to writing academic papers and policy digests and will be expected to contribute to policy engagement and other support activities of the programme (including applications for external funding). The successful candidate will have a PhD in Economics or a related discipline, experience with specialist statistical software (including Stata and R), and a good working knowledge of applied micro-econometrics, including counterfactual methods for impact analysis.

### Duties and Responsibilities

The Research Officer will be expected to conduct high-quality research both independently and on pre-specified projects as part of a team. Key duties and responsibilities will include:

- Data collection, processing, and analysis/management using appropriate software such as MS Excel, Matlab, Stata, and R.
- Implementation of complex analyses using descriptive and confirmatory methods in economics (including micro-econometric and counterfactual analysis methods).
- Bibliographic research and literature reviews, as well as reviews of relevant policies and policy changes in specific policy areas in Greece, Cyprus, and the EU.
- Contributing to the formulation of peer-reviewed research grant proposals and research ideas for specific projects and pieces of policy analysis.
- Writing up research for publication in a variety of modes, including high-quality international peer-reviewed journals.
- Presenting research papers at academic conferences, workshops, and seminars.
- Participating in, and contributing to the organisation of, academic workshops, seminars, and policy public events organised within the programme.



- Providing support to the Centre's discussion papers series, including via peer reviews of papers submitted for publication.
- Contributing to relevant policy and public engagement activities within the Economy & Public Policy programme and initiating such activities on behalf of the Hellenic Observatory Centre.
- Playing a constructive role in the life of the Hellenic Observatory Centre and the projects teams.
- Liaising with or supervising research assistants working in their field as required.
- Complying with relevant School policies, including financial regulations, health and safety policy, information systems security, and intellectual property rights.
- Undertaking any necessary training and/or professional development programmes.
- Any other duties commensurate with the grade of the post as directed by the line manager.

#### **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.