



## 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 Assistant**

**Department: European Institute**

**Accountable to: Professor Paul De Grauwe**

### Job Summary:

To assist in the research activities of the ESRC-funded project “Structural Reforms and European Integration: Theory, Measurement and Econometric Evidence, directed by Professor Paul De Grauwe in collaboration with Professor Nauro Campos and Dr Yuemei Ji.

To assist the research of the Principal Investigator and the project team, and to participate fully in the research life of the European Institute.

### Duties/Responsibilities

#### Research

- Identifying appropriate methods of investigation or analysis according to data and objectives
- Conveying complex conceptual ideas or complex information which may be highly detailed, technical or specialist
- Collecting data on structural reforms in European countries.
- Managing large scale databases and performing statistical analysis
- Conducting literature reviews
- Assisting in the writing of reports
- Contributing to the organisation of conferences, seminars and workshops
- Supporting team members to reach common goals
- Managing own research and administrative activities, with guidance
- Demonstrating a knowledge of theory, methods and practice and demonstrating development through acquisition of relevant skills and competencies.

#### Administration

- Performing administrative duties related to the research project, as instructed by the principal investigator or Research Officers.
- Playing a constructive role in the life of the European Institute.

### Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

### Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

### Equality and Diversity

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual



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orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

**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.