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. The description of the duties and responsibilities reflect the post at the time it was drawn up, the details of which may change over time without changing the general character and purpose of the post or the level of responsibility encompassed.

Job title: Associate Professor in Computational Social Science

Department: Methodology   **Accountable to:** Head of Department

Job Summary

Based in Department of Methodology, the post holder will contribute to the intellectual life of the School through conducting and publishing outstanding quality research, engaging in high quality teaching as instructed by the Head of Department, and participating in the School and wider Department activities.

The post holder will teach both introductory and advanced courses in computational social science research methodology to multi-disciplinary groups of postgraduate and undergraduate students of social sciences. They will publish research that makes outstanding contributions to substantive research and methodological development in the social sciences and take a leading role in the development of teaching and research in data science in the Department.

Range of Academic Activities and Responsibilities at Associate Professor Level at LSE

Note: The relative balance of activities in research, teaching and administration may vary across departments, and is also likely to vary for any particular individual over the course of their career.

Research
- Publishing research in top quality and well recognised international peer-reviewed outlets.
- Conducting substantive and original research into complex problems, ideas, concepts or theories and applying appropriate methodologies.
- Developing and carrying forward a coherent research strategy in their discipline which achieves public recognition and a sustained national and international impact.
- Leading peer reviewed funding bids which develop and enhance research support for the specialist area.
- Applying for, negotiating and managing large research projects, grants and/or research centres.
- Contributing to the leadership of department research strategy.
- Providing academic leadership at conferences and raising the profile of LSE research.
- Initiating and developing links with internal contacts such as academics in interdisciplinary departments/institutes/centres, external contacts at other educational institutions, employers and professional organisations to actively foster collaboration.
- Presenting research and giving invited papers at national and international conferences.

- Chairing and membership of boards of international journals and other bodies related to the discipline.
- Providing expert opinion and commentary to external audiences and organisations.

Teaching
- Contributing to the intellectual life of the School by engaging in high quality core and specialist teaching.
- Contributing to the monitoring and enhancement of quality in teaching within the department.
- Acting as a role model for teaching methods through excellent practice.
- Leading and developing courses, supervising small teaching teams and ensuring a high standard of teaching quality is delivered to students.
- Teaching and examining undergraduate and masters level students in core subjects and in own area of specialism.
- Acting as personal tutor and providing pastoral care.
- Supervising and examining PhD students.
- Developing innovative and attractive courses, shaping and influencing curriculum development and actively contributing to the review of courses in accordance with departmental strategy.
- Actively contributing to departmental teaching administration.

Activities relating to departmental /School management and administration
- Fostering collegiality and fulfilling responsibilities as set out by the Head of Department and other senior colleagues.
- Contributing to the overall management of the department in areas such as budget management and business planning and contributing to departmental level strategic planning.
- Contributing to strategic deliberations and making decisions at Institutional level, e.g. through office holding and chairing/ membership of School committees.
- Undertaking key administrative roles and/or taking substantial responsibility within the department, e.g. Programme Director, Chair of Examination Board, membership of departmental search committees or Deputy Head of Department.
- Liaising with central and departmental administration across the School to resolve issues concerning programme development, student welfare and examinations etc.
- Mentoring and appraising junior staff and providing advice on their career development.
- Engaging with external institutions, organisations and the wider community to support research, teaching and School strategic objectives.
- Support departmental academic recruitment activity – membership of relevant search committees.

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.