

Part-time Research Assistant Position

European Cities Programme

LSE Cities is looking for a part-time Research Assistant to work on the [European Cities Programme](#). The programme was established with the support of Bloomberg Philanthropies to help European city leaders build on the progress urban centres have made and address their most pressing challenges.

The work will be focused on data collection for the programme's Knowledge Hub. It will entail desktop research and the review of secondary sources with information on housing, transport, and potentially other topics that have yet to be defined. The successful candidate will collate this information in a database of nearly 166 European cities. The responsibilities will also involve engagement with the project team and the write-up of the key trends identified.

The appointment will be on a 0.4 full-time equivalent (FTE) for 10 weeks, starting as soon as possible, and no later than February 2023. Flexibility in hours worked will be determined by applicant availability and demands of the project. **The deadline for applications is Wednesday, 1st of February 2023, by 10am** with early applications welcome.

LSE Cities is an international centre at the London School of Economics and Political Science, that carries out research, education, advisory and outreach activities in London and abroad. It studies how people and cities interact in a rapidly urbanising world, focusing on how the physical form and design of cities impacts on society, culture and the environment.

Job Summary

The specific duties will include:

Research and documentation

- Identifying key indicators used in previous research
- Reviewing existing databases
- Web searches
- Data collation and recording of sources
- Summarising key trends in the data

Management arrangements and engagement with larger team

- Managing timelines with wider project team
- Participating in discussions with senior staff about the direction of the research
- Liaising with city administrations (e.g., in case of missing data points)

Person specification

We are seeking a MSc or PhD student with research experience/expertise in urban governance, public administration, transport, housing, or other relevant social science themes.

Essential skills required:

- Completed, or completing, a postgraduate degree in a relevant field (e.g., urban studies, public policy, geography, government, administration)
- Experience with qualitative and quantitative data collection and analysis
- Knowledge of issues related to urban governance and public administration
- Ability to write to a high academic standard
- Proficiency in MS Excel
- Advanced communication skills including the ability to communicate clearly and accurately in English, both orally and in writing
- Ability to manage deadlines and to work under pressure
- Exceptional attention to detail
- Any necessary visa or work permit required to work in the UK already in place for the duration of the appointment

Hours

Part-time 14 hours per week (0.4 FTE)

Salary

The post will be paid at an hourly rate of £20.76 (gross including holiday pay)

How to apply

To apply, please send a short CV (**max two pages**) and a **half-page** cover letter to Dr. Nuno F. da Cruz (n.m.ferreira-da-cruz@lse.ac.uk) by **Wednesday 1st of February 2023, 10.00am** (UK time). Early applications are encouraged. Interviews will be on the 2nd and/or 3rd of February and the expected start date will be the 6th of February.

Your CV/cover letter should clearly highlight any relevant experience you may have with large scale data collection for academic research. Your CV should also include your programme of study and a brief description of your academic achievement, background and experience.