



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 (Surveys & Analysis) – hourly paid

Department/Centre/Institute: LSE Cities

Accountable to: Dr Gomes, Research Fellow

Job Summary

LSE Cities is leading a range of research initiatives to help cities to strengthen their democratic and institutional capacities.

The postholder provides central support to research teams across the unit by leading on survey design, data collection and quantitative analysis. They work closely with colleagues to scope, test and refine survey methodologies, design questionnaires and sampling strategies, coordinate fieldwork, and conduct analysis of survey data to generate robust findings. The role involves selecting and securing research partners, developing research plans, and ensuring that survey instruments are methodologically sound and fit for purpose across a range of projects in public policy, democracy research and public administration.

The postholder also supports research teams with stakeholder engagement, including building and maintaining relationships with public officials, policymakers and institutional partners, as well as contributing to research management and administrative tasks.

Through a combination of quantitative and qualitative methods drawn from public policy, data science and organisational research, the postholder contributes to the development of methodologically innovative, rigorous and high-impact academic research that advances understanding of democratic governance, public administration and policymaking. Demonstrated expertise in survey methodology and quantitative analysis, together with a strong interest in public sector innovation, democratic institutions, and comparative policy and governance, are required.

Duties and Responsibilities

Range of Research Activities and Responsibilities

- Conducting survey-based research projects or programmes as part of a team.
- Demonstrating the ability to analyse complex ideas, concepts and data, and applying appropriate quantitative and mixed-methods methodologies.
- Designing and conducting survey fieldwork, including questionnaire design, sampling, data collection and quality assurance.



- Undertaking statistical analysis of survey and administrative data, and contributing to the interpretation and presentation of findings.
- Support writing up research for publication in a variety of modes, including peer-reviewed journals, policy briefs and reports for practitioner audiences.
- Support links with external bodies, including public administrations, government research units, polling organisations and civil society partners, to foster collaboration and access to research sites.
- Contributing creative solutions to methodological and research challenges, particularly around survey design and analysis.

Activities relating to administration and management and/or School service may include:

- Playing a constructive role in the life of the Centre/Institute/Department.
- Administer activities of research assistants on a day-to-day basis, including those supporting survey fieldwork and data processing.

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 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.