

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 (part-time)

Department/Division: LSE Middle East Centre
Accountable to: Dr Rim Turkmani, Principal Investigator

Job Summary

The Research Assistant is responsible for providing efficient research support including coordinating and assisting with publications and editorial processes, liaising with the research team and carrying out research assistance on the role of local civic actors in the Arab world. The postholder will work closely with the Principal Investigator, research team and the Centre's Projects Manager.

Duties and Responsibilities

Range of Research Activities and Responsibilities

- Conducting literature reviews.
- Assisting in the writing of reports.
- Editing research papers and reports.
- Coordinating the production of publications.
- Demonstrating a knowledge of theory, methods and practice and demonstrating development through acquisition of relevant skills and competencies.

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

- Assisting the PI in providing liaison and support to the research team.
- Contributing to the planning and facilitation of research meetings.
- Contributing to the organisation of conferences, seminars and workshops.
- Playing a constructive role in the life of the Middle East Centre.

All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the Principal Investigator and/or Head of Centre.

Flexibility

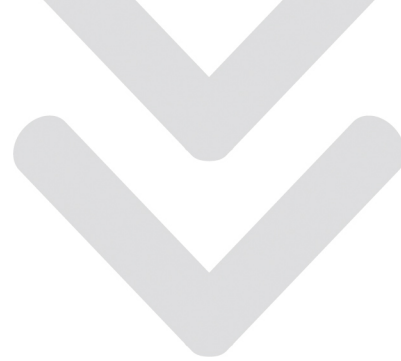
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions 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.



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**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.