

Guidance on LSE Research Exchange (RX) and use of CareerHub

1. Introduction

- 1.1. This guidance offers advice to academic departments regarding the interim LSE Research Exchange (RX), which is supported by LSE Careers' CareerHub platform. In particular, the guidance aims to clarify the process by which the LSE RX may be used to advertise and promote research support opportunities to current LSE students and graduates.

2. LSE RX and use of CareerHub

- 2.1. The LSE RX exists to match academic faculty demand for small-scale, ad hoc research support with the supply of willing and able LSE students and graduates.
- 2.2. Faculty, or the departmental/centre administrative staff who support them, may post RX opportunities on CareerHub where:
 - 2.2.1. the role may be managed through an hourly contract (further advice is available from [HR](#))
 - 2.2.2. remuneration conforms with the School's hourly contracts framework.
- 2.3. Opportunities will be posted on CareerHub and labelled as RX with a short description of the need, the skills and experience required of the ideal candidate and an invitation to apply directly to the faculty member concerned with a short cover letter and CV, by a deadline. Opportunities will be removed from CareerHub immediately following the deadline.
- 2.4. All applications and the appointment process will be managed by the faculty member directly or their administrative support, as will the contracting process and payments. CareerHub will have no further involvement.
- 2.5. The appropriate rate of pay will depend on the nature of the work that you are asking the individual to do (for the avoidance of doubt, not on the skills and experience of the individual). As a rule of thumb, for planning purposes when scoping the project and your budget for the work to be done – but not for the final assessment – you should expect to need to pay at Band 3 (currently a minimum of £16.06 per hour) for unskilled administrative support, Band 4 (currently a minimum of £18.35 per hour) for tasks requiring the application of specific skills, and Band 5 (currently a minimum of £20.76 per hour) for tasks in which the individual will be expected to exercise a degree of independence and planning.

- 2.6. Contracting and payments will follow standard School hourly contract processes. Anyone needing assistance in deciding the appropriate level of pay should contact a member of the HR Hourly and Casual Operations team on hr.pay.hourly@lse.ac.uk.

3. Creating accounts on CareerHub

- 3.1. Accounts may be created via the following procedure:
- 3.1.1. Visit [CareerHub](#).
 - 3.1.2. Select 'Submit an opportunity' under the 'Research Exchange' section.
 - 3.1.3. Select 'Continue with Microsoft'.
 - 3.1.4. Select 'Accept'.
 - 3.1.5. Enter your LSE email address under 'Work email' and select 'Register your Microsoft account'.
 - 3.1.6. If you think your department/centre might already have an existing account, select 'Request access to an existing organisation, enter its name into 'Organisation name', select 'United Kingdom' under 'Country' and select 'Search', completing the necessary next steps/information.
 - 3.1.7. If your department/centre does not have an existing account, select 'Register new organisation', enter its name into 'Organisation name', select 'United Kingdom' under 'Country' and select 'Continue', completing the necessary next steps/information.
 - 3.1.8. Once requested, the account will be reviewed by a member of the LSE Careers Employer Engagement team.
 - 3.1.9. Once approved, you will receive email confirmation and opportunities may be added.
 - 3.1.10. Queries on creating accounts can be directed to the LSE Careers Employer Engagement team on careers.employers@lse.ac.uk.

4. Adding opportunities on CareerHub

- 4.1. Opportunities may be added via the following procedure:
- 4.1.1. Select 'Add opportunity' under the 'Opportunities' section.
 - 4.1.2. Complete the details for the opportunity, ensuring that:
 - a. the 'Position title' starts 'LSE RX:', for example, 'LSE RX: XXX'
 - b. 'Research' is selected as one of the 'Opportunity categories'.
 - c. the 'Description' section starts with 'LSE Research Exchange (RX) provides opportunities for students and recent graduates to support faculty research.'
 - d. the 'Application procedures' section includes a link or email address to submit a CV and cover letter
 - e. the 'Remuneration' has been assessed using the School's [role profile guidance](#)
 - f. 'Temporary' is selected as the 'Contract type'
 - g. 'Casual' is selected as the 'Contract hours'
 - h. if applicable, documents e.g., job description, personal specification etc are uploaded under 'Attachments'.
 - 4.1.3. Once you have completed the necessary next steps/information, click 'Submit'.
 - 4.1.4. Once submitted, the opportunity will be reviewed by a member of the LSE Careers Employer Engagement team.
 - 4.1.5. Once approved, you will receive email confirmation and the opportunity will be posted with a unique URL which can be shared directly with students.
 - 4.1.6. In addition, students and recent graduates can also find and access opportunities via:
 - a. the 'Jobs and opportunities' and dedicated 'LSE Research Exchange' pages on CareerHub
 - b. a targeted 'LSE Research Exchange' advert on CareerHub for those with 'Research' as either an opportunity type or occupations preference
 - c. the 'My Skills and Opportunities' page on the LSE website.

4.1.7. Queries on adding opportunities can be directed to the LSE Careers Employer Engagement team on careers.employers@lse.ac.uk.

5. Making an appointment

- 5.1. Appointments made for RX opportunities as described in this guidance should follow standard School hourly contract processes. Staff and managers should also refer to LSE's [terms and conditions of employment](#) for hourly paid support and research roles.
- 5.2. Hiring managers should ensure that anyone offered an RX opportunity can demonstrate their right to work in the UK before their first day of employment. UK and EEA nationals can demonstrate their right to work with a passport and non-EEA nationals with a visa or biometric residence card. The hiring manager should contact their HR Adviser if they are unsure as to whether an individual has the right to work in the UK.
- 5.3. Hiring managers should arrange a brief induction for any new starters to support them in their new role. Such an induction may include:
 - an explanation of the basics, such as who to report to, where to go on the first day, what are the local procedures for annual leave, sickness absence, lunch times, evacuation procedures in cases of emergency etc
 - a list of the key contacts that the new starter should meet
 - an up-to-date team structure with names to help with introductions
 - any relevant materials that the new starter could read to help them get a better understanding of the team and/or the role e.g., department strategy, team objectives etc
 - consideration of any training and/or development that may enable the new starter to get up to speed.

Review schedule

Review interval	Next review due by	Next review start
One year initially	01/06/2024	01/03/2024

Version history

Version	Date	Approved by	Notes
v1	02/02/2023	Research & Innovation	RX is initially a one-year pilot

Links

Reference	Link

Contacts

Position	Name	Email	Notes
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Communications and Training

Will this document be publicised through Internal Communications?	Yes
Will training needs arise from this policy	No
If Yes, please give details	