

# 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:** Programme Manager

## Job Summary

The International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC organizes and directs a global network of researchers and policy experts in economics, political economy and related disciplines, and works closely with developing country governments to undertake high quality research, and provide policy advice on economic growth issues. Based at LSE and in partnership with the University of Oxford, the IGC is initiated and funded by the UK Department for International Development (DFID).

In partnership with the Bill & Melinda Gates Foundation (BMGF) in India and the Asian Development Research Institute (ADRI), the IGC is currently establishing a new programme of work focussed on building a strong, sustainable ecosystem of monitoring and evaluation in Bihar, India. This will include:

- Increasing the demand, use, and integration of evidence, based on rigorous frontier research, in policymaking and programme design;
- Generating transformational ideas and strong policy impact in desired focus areas in Bihar;
- Enhancing skills of policymakers, researchers, and practitioners to build greater institutional capacity to facilitate and increase innovation and local adaptation of monitoring and evaluation knowledge.

The Programme Manager (PM) is part of the strategic leadership team, with executive responsibility for the management of the programme. The PM will report to the IGC/BMGF Programme Director. Core responsibilities include managing the partnership with the BMGF, managing the programme team, leading local stakeholder engagement, leading on the delivery of strategic country programme activities, ensuring policy impact and supporting research projects. The PM will work with the IGC India leadership team to set and adjust programme strategy. The PM will be additionally responsible for meeting all reporting and programme management requirements.

## Duties and Responsibilities

- Under the guidance of the Programme Director and Lead Academics, develop, implement, monitor and report on the programme strategy.
- Manage a small team of Programme Economists, to ensure the adhering to deliverables and reporting deadlines, strengthening teamwork and motivation.
- Manage the implementation of the IGC/ BMGF programme in Bihar, India, ensuring high-quality, timely and cost-efficient delivery of major deliverables, with specific sign-off responsibility delegated by the Programme Director. This will be done with direction from the Programme Leadership Team and the IGC Hub.
- In coordination with the Programme Director, manage the day-to-day relationships with BMGF India and the Asian Development Research Institute (ADRI) and the Indian Statistical Institute (ISI).
- Working with the Programme Leadership Team, lead the day-to-day engagement with all stakeholders, including state and national level government authorities, local Bihar institutions, multilateral and bilateral IGC partners and other domestic stakeholders (from both public and private sectors). This involves building relationships and engaging in policy dialogue, drawing on existing relationships and collaborations established by ADRI and the IGC in Bihar. Networking by the PM is integral to ensuring that the IGC is demand-driven and that the IGC delivers a strong evidence base that policymakers can use to shape their policies.
- Engage with local public and private research and policy institutions to identify their current research and policy interests and competencies, both for the purpose of defining research priorities and to

identify counterparts and co-authors for future work. Use this information to shape programme strategy and plans, working closely with the Programme Leadership Team and IGC Country Programme Director.

- Facilitate research projects through support for visiting researchers, assisting to mobilize requisite data, engaging key policy interlocutors, and organising wide-ranging interactions in support of research.
- Manage the delivery of high-quality, impactful capacity building activities for policymakers, researchers and practitioners, including policy and research workshops in Delhi and Patna as well as implementation support.
- Contribute to the delivery of high quality policy and research outputs and activities. These include policy briefs, research papers, synthesis papers, and growth events for the dissemination of research/analytical work.
- Facilitate communication between the Programme Leadership Team and IGC London Hub colleagues to ensure the integration of the programme-relevant policy and the IGC research agenda, in the context of the evolving local context.
- Working with the Lead Academic, actively engage the current IGC research network and networks of academics not yet involved with IGC/ADRI to stimulate new capacity building, research and policy engagement in Bihar.
- Provide the IGC Hub and ADRI with regular reports on the evolution of projects and deliverables. Monitoring and reporting tasks include tracking the progress of projects against agreed milestones, and the impact of intermediate outputs as well as final deliverables.
- Take joint responsibility with the IGC Hub for programme management, including drafting workplans, terms of reference, budget management, forecasting and ensuring value for money.
- Support dissemination and communication of research outputs nationally and internationally. This will include close collaboration with the IGC India online policy portal, Ideas for India (I4I).

#### **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**

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

#### **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.