



## 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: IGC Publications Assistant**

**Department/Division: International Growth Centre (IGC)**

**Accountable to: Senior Communications and Events Officer**

### Job Summary

The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. We generate new evidence and innovative new ideas to improve the productivity of people and firms, as the key driver of sustainable economic development, and to support our government partners in transitioning to low-carbon growth pathways and protecting vulnerable populations. The IGC is a global research centre with a network of world-leading researchers and a set of resident country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, the IGC is majority funded by the UK Foreign, Commonwealth and Development Office.

The IGC is seeking to appoint a part-time Publications Assistant to support the publication of our research. The successful applicant will work with members of the communications team, SPEAR (IGC's knowledge management platform), and IGC country and initiative teams to publish our project outputs, including policy briefs, working papers, and final reports. They will work closely with the Senior Communications and Events Officer and the Communications Manager (PR, Brand and Publications).

We are seeking candidates with strong editorial skills, attention to detail and a passion for sustainable development.

### Duties and Responsibilities

#### Key responsibilities:

- Review and edit research publications for accuracy and consistency, in line with the IGC style guide.
- Apply IGC templates to ensure brand consistency in publications, providing design support and direction where necessary.
- Assist in managing and updating IGC's publications database and collaborate with team members to enhance database management processes.
- Regularly report progress updates on the publications pipeline and routinely share performance analytics of publications.
- Perform ad-hoc tasks as needed to support the Communications team.

#### Skills and qualifications:

- Currently enrolled in or a graduate of a bachelor's/master's degree in international development, economics, public/social policy, communications and media studies, or a related field of study.



- Strong attention to detail and organisational skills.
- Basic understanding of data and database management principles.
- Proficient in Microsoft Office.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively with team members as well as independently.
- Curious and willing to support other workstreams of the communications team, such as events, digital, and content production.

**Desirable but not necessary:**

- Previous experience with publications or editorial work.
- Proficiency in design software, such as Adobe InDesign or Illustrator.
- Knowledge of customer relationship management (CRM) software such as Salesforce and project management platforms such as Airtable, Jira, Trello, or Asana.
- Experience using Google Analytics to report on metrics of key performance indicators.

**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.

**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.