



## 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: Policy Engagement Manager**

**Ref no.: 1449246**

**Department/Division: International Growth Centre**

**Accountable to: Evaluation and Communications Director**

### 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 directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Based at LSE and in partnership with the University of Oxford, the IGC is funded by the UK Department for International Development (DFID).

The IGC Policy Engagement Manager will take a lead in facilitating the engagement of external stakeholders with IGC's priority topics, ensuring our ideas gain traction across our partner countries and in regional and global fora. The role will carry out policy analysis, identify policy influence targets and work alongside IGC theme leads, other researchers and country teams to devise and implement influencing strategies. He/She will play a crucial role in promoting IGC, its ideas for growth, research findings and policy advice to national, regional and global policy communities.

As part of a matrix management approach, and to ensure good understanding of IGC's country programme, this role will also have hub responsibility for one country programme. This is expected to average 20% of time.



## Key tasks/responsibilities:

### Policy Engagement (c80% of time)

- Develop a policy influencing strategy for each IGC priority topic (currently cities, tax and energy) to ensure that our ideas gain traction across our partner countries and in regional and global fora, building on IGC strengths.
- Work with theme leads and other IGC researchers on the implementation of the strategy, including identifying influencing opportunities such as external events.
- Liaise effectively and build strong relationships and networks with organisations working in IGC priority topics, including building a database of stakeholders.
- Monitor and keep up to date on relevant national, regional and global policy issues and debates and ensure people within IGC (hub, country offices and research network) are appropriately briefed.
- Take IGC research combined with policy analysis and develop accessible policy messages, liaising with researchers and country teams. This includes authoring policy reports.
- Write engaging content such as summaries and blogs to promote IGC's research and ideas.
- Ensure an active web and social media presence for our priority topics, working with other members of the Communications team.
- Promote IGC, its research and key messages.
- Contribute to IGC reporting and other initiatives as required.
- Be an active member of the Evaluation and Communications team
- Build and maintain up to date knowledge of IGC's work and development issues.

### Country Programme Management (c20% of time)

- Support the work of the Country Directors and Lead Academics in developing, monitoring, reviewing and fine-tuning the Country Strategy
- Work with Country Leadership Teams and Country Economists to ensure the integration of the policy and research agendas in IGC's work programme in their respective countries, in the context of the evolving country situation.
- Support the Country Leadership team in managing the country programme with all stakeholders, including government authorities, multilateral and bilateral IGC partners and other domestic stakeholders (from both public and private sectors).
- Take joint responsibility with the IGC Country Teams for programme management, including drafting workplans, terms of reference, budget management, forecasting, ensuring value for money and reporting on the country programme.



- Play a key role in facilitating research projects in the countries of engagement to meet country demands/priorities
- Identify and communicate cross-country research and policy findings and insights
- Report to IGC senior management on assigned responsibilities
- Collaborate with IGC Country Team members in preparing the ground for country visits and dissemination events.

**Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

**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, and work beyond normal hours at times. The role requires overseas travel.

**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.