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: TPI Centre Strategic Outreach Manager

Institute: Grantham Research Institute on Climate Change and the Environment, the Transition Pathway Initiative Centre (TPI Centre)
Accountable to: Executive Director TPI Centre

Job Summary

This post is based within the Grantham Research Institute on Climate Change and the Environment (GRI) working on the [Transition Pathway Initiative Centre](#) (TPI Centre). The TPI Centre is an independent, authoritative source of research and data on the progress of corporate and sovereign entities in transitioning to a low-carbon economy. The successful candidate will join a vibrant and dynamic community, re-known for its thought leadership in the area of net-zero transition. Whilst leading on the TPI Centre's strategic communications, the post holder will have the opportunity to work in a unique setting bridging rigorous academic research with investor expectations.

The post holder's work will focus on three pillars: outreach, communications and commercialisation. The successful candidate will have an opportunity to develop and implement the TPI Centre's outreach strategy and support engagement with external stakeholders, including asset owners, asset managers, investor networks, corporates and regulators. The person will also lead on the development of the TPI Centre's communications strategy in coordination with the Centre's senior leadership and in liaison with the GRI's Policy and Communications team. Finally, the post holder will support the work of the TPI Centre's commercialisation committee.

Duties/Responsibilities

GENERAL RESPONSIBILITIES

General
- Managing a defined work area ensuring policies are implemented and monitoring progress to meet agreed objectives.
- Leading and contributing to assigned short-term projects at the TPI Centre to develop specifications and analyse business information / data, supporting the achievement of agreed project objectives.
- Contributing to service improvement discussions and annual plans for the TPI Centre.
- Liaising and networking with internal and external contacts to facilitate the exchange of information for the purposes of effective working.
- Managing the work of consultants and other service providers.

Outreach

- Supporting the TPI Centre's senior leadership in mapping the net-zero ecosystem and identifying strategic external stakeholders with a view to strengthen the positioning of the TPI Centre among the organisations focussing on the net-zero transition.

- Developing and implementing the TPI Centre's outreach plan, including engaging investors, investor networks and other entities through several types of outreach events, adjusted to different audiences.
- Supporting the TPI Centre's senior leadership and the research team in the engagement with external stakeholders, including through producing presentations and visuals.
- Developing surveys and other forms of engagement to improve the understanding of how the Centre's research outputs are used and how they can be further improved to the greater benefit of investors and other end users.
- Contributing to initiating, developing and sustaining links with contacts and networks inside and outside LSE, that may be relevant for the TPI Centre's operation, especially asset owners, asset managers and other relevant actors in financial markets such as ESG data providers.

Communications

- Developing and implementing together with the TPI Centre's Executive Director and Deputy Director a high-quality communication strategy for the TPI Centre, ensuring cutting-edge, high-quality and investor-relevant communication of the TPI Centre's research.
- Coordinating the TPI Centre's presence in the digital space, through its website and on social media, including delivery of the content and visual representation of the research outputs, in cooperation with the TPI Centre's research team, including but not limited to academic papers, blog posts, webinars, events and TPI methodology related podcasts/videos.
- Ensuring, in cooperation with the TPI Centre's research team, regular data feeds on social media and monitoring activity related to the TPI Centre's posts.
- Identifying new ways and channels to promote the TPI Centre's presence in the digital space to ensure that research outputs have demonstrable impact and inform investor action and public debate.
- Coordinating the timetable of the TPI Centre's communication strategy, including written and visual outputs, as well as events, with a view to maximising the impact of the research and strengthening the TPI Centre's positioning as a go-to analytical institution for monitoring progress on the net-zero transition.
- Coordinating internally, within the team, the GRI's Communications and Policy Team and with external providers the delivery of the TPI Centre's communication strategy.

Commercialisation

- Supporting the TPI Centre's senior leadership in developing the TPI Centre's commercialisation strategy, including by identifying and exploring ways and channels to translate the TPI Centre's research outputs into commercial offerings.
- Preparing background documents to inform members of the TPI Centre's Commercialisation Committee.
- Supporting the TPI Centre's senior leadership in drafting the TPI Centre's commercialisation strategy related documents.
- Supporting the TPI Centre's senior leadership in implementation of the TPI Centre's commercialisation strategy, including through engagement with external stakeholders.

Other responsibilities
- Preparing a range of reports, papers, spreadsheets, databases and other statistical analyses to put forward recommendations through the provision of advice, briefings, presentations or written reports to facilitate the interpretation of specific issues.
- Providing specialist or professional advice and recommendations within defined parameters or professional guidelines to support informed decision making.

- Conducting rigorous research-based policy analysis.
- Ensuring, in coordination with the TPI Centre's research team, effective management and online presentation of the TPI Centre's research projects and related data. Contributing to further improvements in data management and automation as well as interacting with the TPI Centre's data partners and data users.
- Identifying ways to enhance the TPI Centre's data visualisation and delivery to the end user based on the feedback received from surveys and other forms of engagement helping to map out the end user needs.
- Supporting the strategic thinking on the future of the TPI Centre's data environment, considering the long-term trends in data automation and data delivery.
- Providing training on presentation and digital skills to promote teamwork.
- Contributing to the development of the GRI and the TPI Centre research strategy.

Activities relating to departmental/School management and administration may include:

- Attending and participating in GRI meetings and contributing towards the intellectual life of the Institute.
- Contributing to the development of individuals, through mentoring Research Assistants and Policy Analysts in the Institute.
- Fostering collegiality and fulfilling responsibilities as set out by the Institute Director and the TPI Centre's senior leadership.

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.