



## 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 Economist (Firms)**

**Department/Division: International Growth Centre**  
**Accountable to: Head of Firms Initiative**

### 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 Policy Economist (Firms) supports on the managements of the portfolio of IGC activities under the Firms, Trade and Productivity theme the LSE Hub. The post holder supports the development of and implements the overall strategy for the IGC Firms initiative, which includes global influencing based on the stock of knowledge, organising the IGC community of practice and supporting country teams thematically, coordinating the commissioning of research for thematically focused programmes and delivering effective programme management of the portfolio of IGC projects under this theme. The post holder implements our engagement strategy for the Firms, Trade and Productivity, contributing to the writing and dissemination of high-quality policy and research outputs to promote innovative growth policy ideas.



## Duties and responsibilities:

### 1) Develop the IGC community of practice and support country teams:

- Become an expert in the IGC's research findings and the policy issues faced by countries in the area of Firms, Trade and Productivity. Facilitate the sharing of research and policy findings on Firms, Trade and Productivity across the IGC network, thereby supporting cross-country learning, working closely with the MEL team.
- Build relationships with IGC researchers in the area, facilitating their engagements with national, regional and global policy communities to maximise the policy impact of IGC research. Work with the Head of Firms initiative to develop a roster of academics, policymakers and practitioners, ensuring diversity in the network, to support various IGC programmes under the theme of Firms, Trade and Productivity.
- Support IGC country programmes on their firms related priorities and agenda, writing demand-led outputs for specific country programmes. Participate in thematically focused country strategic meetings.
- Facilitate the development of research projects to address country demands and priorities, including identifying relevant researchers.

### 2) Support the development of the Firms initiative:

Work with the Head of Firms initiative to develop a strategy and nurture a network of practitioners, policy makers, and other relevant stakeholders to support increased evidence- based policy making under the theme of Firms, Trade and Productivity. Activities include:

- Produce evidence and frontier research-based outputs - Policy toolkits, briefs, case studies and other synthesis products, including dedicated webpages. Guides will frame analysis around key decisions, and ensure outputs are in formats that are accessible for a diverse range of stakeholders, including practitioners and policymakers.
- Organise conferences, events and topic-specific workshops for researchers, practitioners and policymakers that facilitate discussion and dissemination of evidence. Promoting IGC research in different occasions, from international events and conferences to blogs and other outputs.
- Produce dashboards and data visualisation tools that can inform policymakers and various stakeholders.
- Support the Head of Firms initiative in fundraising.
- Ensure an active social media presence in the area, working with the Comms team.

### 3) Drive thematic programme management:

- Review projects commissioned under the theme Firms, Trade and Productivity, in particular projects from the Small Project Facility commissioning mechanism. Make suggestions to improve the scope or design of some of these projects.
- Ensure the quality of the data associated with these projects in SPEAR.
- Review project outputs commissioned under the theme Firms, Trade and Productivity.

### 4) Support research commissioning:

- Under the guidance of the Heads of Firms initiative, manage the IGC networks of practitioners, policymakers and researchers to organise matchmaking and regional events to facilitate research and the design of new research projects in the Firms, Trade and Productivity space.
- Coordinate the process of the call for proposals and commissioning for programmes and specific to the Firms, Trade and Productivity theme.
- Support the programme management of the portfolio of projects commissioned.

### 5) Grant management and reporting:

- Work with IGC MEL, Finance and Contracts to ensure the effective management of the programme and budgets.
- Support on grant reporting.



### **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. At times, the post holder may need to support other themes in the IGC, depending on needs and capacity.

### **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.