



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: Project Manager (Just Transition Finance Lab)

Ref no.:

Department/Division: Grantham Research Institute on Climate Change and the Environment (GRI)
Accountable to: Institute Manager

Job Summary

The Project Manager will coordinate and plan for delivering the operational components of the Institute's Research and Policy work in the newly launched Just Transition Finance Lab. Working closely with an Executive and Deputy Director of the Lab, the role covers a wide range of policy research, project management, delivery, communication, and governance activities. Working with the Institute Manager, they will ensure the Lab's activities and delivery are supported within the LSE framework and GRI processes. The variety of duties included in the role are outlined below.

Context

LSE is a world-class centre of learning, recognised for its concentration of teaching and research across the full range of the social, political and economic sciences. The GRI, a research centre within the LSE, brings together international expertise from a wide range of disciplines, including economics, finance, geography, the environment, international development and the political economy. This expertise enables us to produce globally recognised, policy-relevant research and analysis. GRI has over 80 members of staff working on research and policy, and the communications and running of the Institute, with around 40 live funded research awards supporting key research streams. GRI also includes PhD students, visiting researchers and research associates.

Since 2018, GRI's Sustainable Finance team has worked to show how the financial system can support a just transition to a net zero, resilient and nature positive economy'. GRI is now establishing the Just Transition Finance Lab as a world leading centre of excellence and experimentation.

Duties and Responsibilities

The Project Manager will work closely with the Lab team funders and senior researchers and financial policymakers to help deliver research and policy projects in a coordinated way to maximise impact. The post holder will:

- Support the Executive Director and Deputy Director in the delivery of the Lab
- Maintain oversight of Lab timelines and support planning through strategic management of calendars and diaries
- Provide coordination and oversight of all policy-output related issues (e.g. internal and external project management, project communications and outreach, etc.)
- Maintain and update documents on status of deliverables and decision points for the project team.
- Organise committee/strategy meetings and take minutes



- Provide key support on budgets and planning of project spending, including of commissioned contract work
- Support coordination of research-based policy outputs, including but not restricted to policy briefs, working papers, presentations or blogs, in a timely manner which contribute to the overall research programme.
- Help in the planning, organising and conducting of engagement activities with the relevant stakeholders
- Support travel arrangements for the Lab Directors, meeting papers and other relevant information
- Support the public outreach and media engagement activities that are related to the work of the sustainable finance team, liaising with the GRI communications team.
- Support relationship building and effective communication with and between colleagues working on the research project and associated external partners.

Operational management

- Support the Directors to maintain overview of logistics across the Lab portfolio, ensuring coordination and cost-effectiveness across projects
- Work with Directors to support successful logistical management of multiple meetings and events, including the provision of information and assistance to participants regarding travel, accommodation and logistics.
- Provide support for the production of materials for workshops and events, including formatted documents compiled in well-presented workshop packs, presentations and supporting materials.
- Coordinate the development of the project's work plans and any reporting to funders
- Maintain and update documents on status of deliverables and decision points
- In liaison with the Institute Manager ensure compliance with LSE management policies, procedures and systems,

Finance administration

- Undertake budget management, including tracking and monitoring of grant income and expenditure in liaison with the Institute Manager and in reference to LSE financial systems.
- Support the Directors and Grantham Research Institute Manager with effective financial management of research project budget use at LSE, including preparing any budgeted work plans

Other responsibilities may include:

Precise duties are subject to the opportunities available, the contractual obligations imposed by the external funder and with the agreement of the Lab Directors, in accordance with established line management arrangements and commensurate with the post.

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.