



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 Analyst (Climate Governance and Public Participation)

Department/Centre/Institute: Grantham Research Institute on Climate Change and the Environment
Accountable to: Distinguished Policy Fellow (Climate Governance)

Job Summary

This post is based within the Grantham Research Institute on Climate Change and the Environment. The post-holder will work in collaboration with Dr. Alina Averchenkova and the institute's other staff as part of the project 'Strengthening democratic governance for climate transitions' (RETOOL) funded under the Horizon Europe focusing on the role of deliberative public participation mechanisms, such as climate assemblies, and the independent advisory bodies. The post-holder will also contribute to other projects on climate governance, democracy and climate legislation across the institute. The post will include the following central tasks:

The post-holder will and support coordination of the project through a range of policy analysis and research activities, including literature reviews, case studies, horizon-scanning, workshops, and bi-lateral engagements.

- Contribute to the implementation of the RETOOL project, focusing on the analysis of the impact of climate assemblies and independent advisory bodies on climate governance and democratic transitions;
- Support management and coordination of RETOOL project;
- Contribute to the publications of policy reports and academic papers;
- Contribute to the implementation of the Institute's work on the governance and legislation theme, including research and analysis on both climate change legislation and litigation
- Undertake a range of policy analysis activities, including horizon-scanning, roundtable meetings, workshops, bi-lateral engagements etc; and
- Help to maximise the external impact and visibility of the Institute and its work.

Duties and Responsibilities

Range of Research Activities and Responsibilities

- Contribute to the implementation of the RETOOL project, focusing on the analysis of the impact of climate assemblies and other forms of deliberative public participation on climate governance and democratic transitions in several countries, including in Eastern Europe;
- Contribute to the analysis of the impact of independent advisory bodies on climate change and to the policy report and academic publications on these issues;
- Support Dr. Averchenkova in project management and coordinating work package on public participation across the consortium;
- Collaborate with RETOOL project partners at several European Universities;
- Contribute to the publications of policy reports and academic papers under RETOOL, including to the systemic literature review on the institutions for deliberative participation; to the report on the



impacts of climate assemblies; the report on deliberative participation and democratic transitions in Eastern Europe and to the European Climate Democracy Report.

- Contribute to other work under the Institute's governance and legislation theme, ensuring that activities align to thematic priorities;
- Conduct rigorous, research-based and user-focused analysis on a range of issues related to climate change governance, democracy, public participation and legislation, either independently or in collaboration with research and policy staff,
- Assist research staff to identify and realise opportunities to inform and influence policy-making, including through horizon-scanning activities;
- Manage policy analysis projects, including planning and delivery, in collaboration with other colleagues;
- Apply the findings of the Institute's research to the key issues in policy-making and communicate them in a timely and accessible way for decision-makers, working closely with the Institute's Communications Team;
- Build and maintain relationships with decision-makers in the public, private and third sectors;
- Prepare and contribute to a range of research-based and policy-relevant outputs, including briefing papers and presentations;
- Present the results of analysis at Institute and external events;
- Contribute to the organisation of engagement activities with decision-makers in the public, private and third sectors, nationally and internationally, including seminars, workshops and roundtable meetings.

Activities relating to administration and management and/or School service may include:

- Playing a constructive role in the life of Institute

All of the above subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, Principal Investigator and/or Head of Centre.

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 change 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.