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: Monitoring Analyst

Department/Division: International Growth Centre
Accountable to: Head of Monitoring, Evaluation and Learning

Job Summary

The International Growth Centre works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. The IGC is a global research centre with a network of world-leading researchers and in-country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, we are majority funded by the UK Foreign, Commonwealth and Development Office with support from other global funders. We work to improve the productivity of people and firms as the key driver of sustainable economic development.

The role's core duties will entail supporting the delivery of the IGC's MEL strategy, including but not restricted to: proactively capturing and quality assuring IGC data (both of current and historical projects); monitoring IGC data and information at the project and cluster/themes levels; supporting the refinement MEL tools and processes; and regular reporting. Particularly, the role will have MEL responsibilities over a specific portfolio of projects covering IGC country programmes and initiatives and will be required to collect, assess and quality assure data, mostly focusing on policy engagement and impact. They will be in charge of carrying out specific analysis in response to IGC's information needs and, as part of the MEL team the role will support on internal and external reporting.

For this purpose, it is expected that the role will work closely with several teams across the IGC, including Country Teams, Initiatives and Hub-Support teams. The Monitoring Analyst will report to the Head of MEL and work closely with the Evaluation and Learning Manager and the Senior MEL Officer, following their leadership and expertise on specific MEL related tasks. The role will be instrumental in supporting the IGC's commitment to promote the use of data and analysis for organisational decision-making.
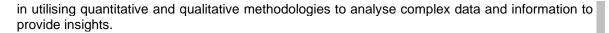
Duties and Responsibilities

Maintain and develop effective monitoring systems to enable reporting and analysis.

- *Manage MEL activities and outputs for a portfolio of Country Teams and IGC Initiatives.* The IGC has an expansive geographical footprint, working across ten countries in Africa and South Asia. The post-holder will proactively manage a portfolio of IGC teams from a MEL perspective, gaining an in-depth understanding of country- and initiative-level project activity, outcomes and impact. The post-holder should be happy with extensive cross-team working, managing multiple important relationships on an ongoing basis.

- *Provide a critical Quality Assurance and Approval function for MEL data capture tools.* The MEL team oversees a range of project-level monitoring tools, all purposefully designed to capture a breadth and depth of information to feed into analysis, reporting and, ultimately, strategic decision-making. The post holder will have close attention to detail in project output review and approval, following up with research stakeholders (including Country Economists and Researchers) for additional information where necessary.

- *Contribute to the development and maintenance of IGC MEL tools and processes.* The IGC MEL team is currently undergoing a significant refresh of its tools and processes, including a wholesale move to digitisation. The post-holder will be proactive in developing and maintaining new tools and processes, thinking creatively to identify data or operational gaps, and how these can be addressed/improved.

- *Work closely with IGC's knowledge management team and system to deliver continuous improvements in data gathering processing and analysis.* The IGC has resourced a bespoke Salesforce-based CRM and knowledge management system (SPEAR) as the single hub for all outputs and organisational processes. SPEAR is being developed and rolled out on an ongoing basis, and it is a core remit of the MEL team to support this process on behalf of the organisation, through output, process and function review, and critical engagement with data structures and flows. This role will be expected to work collaboratively with SPEAR to continue to identify data gaps and conduct all necessary tasks related to improving IGC's knowledge management system. The post-holder will also receive SPEAR training to be able to independently generate reports and manage large datasets to respond to ad-hoc information requests and donor reporting requirements

- *Provide MEL training to colleagues as necessary.* The post-holder will deliver training on MEL approaches, tools and processes when required, such as during inductions for new starters, or when new MEL systems, tools and processes are developed. The Monitoring Analyst will be required to deliver comprehensive explanation of metrics and methodology employed by the team for understanding policy and academic outcomes and impact, to several stakeholders across the organisation.

Support Evaluation and Facilitate Learning

- *Support internal analysis of key organisational areas.* The MEL team plays a responsive role in supporting internal analysis objectives, leveraging deep knowledge of project data and information, and research and analysis expertise. This requires effective cross-team working, and an ability to think creatively and critically to provide useful insight. It also requires timely response to ad-hoc donor requests for information, analysis and insight.

- *Supporting strategic planning and decision-making.* The post-holder will support the MEL Team by providing regular updates, learnings and reports aimed at informing the team's strategic planning and inform senior leadership decisions. For this purpose, the post-holder will be confident

in utilising quantitative and qualitative methodologies to analyse complex data and information to provide insights.

- ***Facilitate knowledge exchange and learning across the organisation.*** The IGC aims to foster and sustain a strong culture of knowledge exchange and learning across all areas of the organisation. The post-holder will support this through pro-actively identifying areas appropriate for cross-country and cross-team knowledge exchange and learning, and supporting a variety of ongoing learning initiatives.

Reporting and content delivery

- ***Take an active role in supporting the delivery of key reporting milestones, including Annual Reports, Mid-Year Reviews and Quarterly Updates.*** They will take a core role in supporting the generation of important donor reporting, involving significant cross-team working to pull data and information from a variety of organisational areas.

- ***Write detailed cases of project impact.*** The post-holder will write case studies and narratives of impact for all projects that achieve impact. This content will feed directly into reporting outputs, as provide significant knowledge management assets for internal analysis, and public consumption, such as impact cases being published on the IGC Website.

- ***Proactively manage projects.*** The post-holder will be required to support and manage key tasks, taking a project management approach to ensure outputs are delivered to time and to expected quality. Cross-team working is essential, as is the ability to effectively devise and manage workloads and competing deadlines.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.