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 Fellow, European Cities Programme

Department/Division: LSE Cities
Accountable to: Ben Rogers, Director, European Cities Programme

Job Summary
LSE Cities is looking for an experienced project manager and researcher to support our European Cities programme - a research, engagement and capacity building programme on the future of European cities supported by Bloomberg Philanthropies.
The postholder will work with a team of 4, and manage the programme day to day, with a particular focus on researching what sort of capacity building and executive education/mentoring would be most helpful for European city leaders and developing a proposal for a programme that could provide this support.

Duties and Responsibilities

- Manage the European Cities programme day to day, ensuring programme is on-track and team working well.
- Work with the Programme Director in maintaining and strengthening relations with the programme funder and other key stakeholders
- Deputise for the Programme Director in meetings and events in their absence as appropriate
- Contribute to key strategic programme decisions
- Line-manage our Policy Manager, responsible for comms and engagement
- Design and lead a strand of work developing a proposal for a capacity building programme for European city leaders.
- Prepare and contribute to a range of research-based and policy-relevant outputs, including briefing papers, reports and presentations
- Contribute to the planning and delivery of events and publications
- Contribute to the broader life of LSE Cities, attending meetings and events, sharing expertise and networks and advising and developing colleagues.
- Behave and act in a way that is consistent with the purpose and principles of the Centre, and the values and aims of the LSE
- Contribute to the activities of other parts of the LSE, including through the participation in networks of staff engaged in policy analysis and engagement
- Initiating and developing links with contacts and networks inside and outside LSE including those in other educational institutions, businesses, policy networks, and professional organisations to actively foster collaboration

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.