# 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: Country Manager**

**Department/Division:** International Growth Centre **Accountable to:** IGC Executive Director

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| **Job Summary**  The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through path breaking research. The IGC is a global research centre with a network ofworld-leadingresearchers and a set of country teams 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 (FCDO).  Country Managers (CMs) lead IGC country teams, reporting to the IGC Executive Director and managing two resident Country Economists. The country leadership team also includes Lead Academics and Senior Advisors. Working closely with the team, the CM’s key responsibilities are:   1. Developing and implementing the IGC’s country specific strategy, as captured by the Country Strategy Note (CSN), working closely with the country team. The CSN sets out the team’s commissioning and engagement strategy based on consultation with key stakeholders. 2. Managing and motivating the IGC country team to deliver high impact, research-driven policy engagement in priority areas. The CM is responsible for programme management, including project generation, management of the portfolio of live projects, and quality assurance for all research outputs. The CM will also engage in research themselves. 3. Leading interactions and relationships with policy stakeholders – including policymakers, the private sector, NGOs, think tanks and multilaterals – working with all members of the country team. The CM will lead and guide policy engagement and relationship management, ensuring that the team builds and maintains a range of relationships with key stakeholders to inform the research agenda, support research uptake and promote impact. |

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| **Duties and Responsibilities** |
| **Developing and implementing the IGC’s country specific strategy**   1. Developing the country strategy, as captured by the Country Strategy Note (CSN), working closely with all members of the country team. The CSN sets out the team’s commissioning and engagement strategy based on consultation with key stakeholders. It takes into account political economy considerations and how these interact with the research agenda, with the aim of identifying priority areas for project generation and policy engagement and generating an active portfolio of research and policy work. 2. Leading and developing IGC engagement and programme delivery in country. 3. Leading the country team in designing and delivering a country communications plan, covering networking and influencing, and using communication, events, an active website and other means which will assist in maximizing the impact of IGC research on growth policies in country. 4. Commissioning research and analytical work, in collaboration with the Lead Academics, on the priority areas identified in the Country Strategy Note, and reviewing research outputs. 5. Providing input into proposals submitted to the IGC commissioning boards and advice on applications. The Country Manager will need to identify how research can respond to emerging policy needs and help to shape the policy agenda in the country as set out in the CSN, by liaising with the IGC research network in collaboration with the IGC Research Director.   **Managing the country team and the country programme**   1. Managing and motivating the country team to deliver high impact, research-driven policy engagement in priority areas. This includes responsibility for the recruitment, performance management and professional development of country staff, and for effective collaboration with the Lead Academics and Senior Advisors. 2. Leading programme delivery, working closely with all members of the country team. This includes developing and implementing a team workplan that aligns with the priorities set out in the CSN; ensuring effective management of the project portfolio and other activities such as events and scoping visits; providing quality assurance for all programme outputs, and managing the country budget and reporting of progress against the workplan and of policy impact. 3. Maintaining the country risk register and managing the country office, including ensuring that the Executive Director is kept informed of any changes in risks and associated mitigating actions, responding to any due diligence or other enquiries and supporting the smooth operation of the country office.   **Leading interactions and relationships with policy stakeholders**   1. Building and maintaining strong relationships and continuous dialogue with government and other policy stakeholders – including policymakers, the private sector, NGOs, think tanks and multilaterals – working with all members of the country team, including Senior Advisors. The CM will ensure that the team actively manages a range of relationships with key stakeholders to inform the research agenda, support research uptake and promote impact. 2. Designing and leading a portfolio of policy engagement activities, in collaboration with the country team, to support the research and policy priorities identified in the CSN. |
| **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](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Internal/staff/OL/Effective-Behaviours-Framework.pdf) | |
| **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. | |