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 Officer

Institute: Grantham Research Institute on Climate Change and the Environment
Accountable to: Policy and Communications Director

Job Summary:

This post is based within the Grantham Research Institute. The post holder will be a member of the Institute's policy analysis team and will work closely with Professor Nicholas Stern on climate change policy and economics, including data analysis.

Duties and Responsibilities

- Conducting rigorous, research-based user-focused and policy-oriented analysis and research with Professor Nicholas Stern and other members of the Institute;
- Carrying out economic analyses, including on large datasets.
- Supplying pertinent data and relevant references to support Professor Nicholas Stern's work;
- Writing up research-based policy-relevant outputs, including policy briefs, working papers, presentations and articles which contribute to the overall research and policy analysis activities of Professor Nicholas Stern and the Institute;
- Ensuring that the Institute's research and policy analysis informs decision-making by helping in the organisation and conduct of engagement activities, including developing networks, presenting at conferences, seminars and workshops, and preparing oral and written submissions to inquiries and consultations;
- Contributing as necessary to applications for funding by Professor Nicholas Stern and other members of the Institute;
- Providing coordination between Professor Nicholas Stern's work and the overall research and policy analysis activities of the Institute, liaising with the Director and the Policy and Communications teams, to promote good communication and high effectiveness;
- Playing a constructive role in the life of the Institute, collaborating with researchers based at the Institute's partners, such as the Grantham Institute: Climate Change and the Environment at Imperial College London and the University of Leeds;
- Collaborating with Institute staff to develop relationships with key partners including the Energy Transition Commission, the Organisation for Economic Cooperation and Development, the World Bank, the International Monetary Fund and the United Nations Framework Convention on Climate Change;
- Co-managing the work of research assistants when necessary;
- Contributing to the development and implementation of the Institute's organisational and policy analysis strategies;
- Playing an active role within the Institute's Policy Analysis team, including at meetings of the Grantham Policy Group; and
- Fostering collegiality and fulfilling other responsibilities as set out by the Institute's Director.

Note
The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility
To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Some work outside of office hours will be expected.

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.