



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: Research Communications Manager

Department/Division: International Growth Centre

Accountable to: Evaluation and Communications Director

Job Summary:

The International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Based at LSE and in partnership with the University of Oxford, the IGC is funded by the UK Department for International Development (DFID).

The Research Communications Manager will play a crucial role in promoting IGC research findings and policy advice to IGC's key audiences. Managing a team of two, s/he will work with researchers to identify research findings and promote these through IGC publications, web, international media and social media presence. S/he will work alongside country teams, enabling them to develop and implement local plans to disseminate research findings and be responsible for delivering UK-based IGC research events and advising on other IGC events.

Key tasks/responsibilities:

IGC Research Communications

- To take overall responsibility for the presentation of IGC research findings to relevant external audiences.
- To analyse data and research results from either single or multiple projects, drawing out relevant policy implications and presenting the findings in a clear and understandable way.
- To prepare a series of reports and publications on research undertaken.
- To work with and advise senior researchers on presenting research results to a non-academic audience, in particular advising government on policy issues.
- To present IGC research across a range of international media and social media.
- To ensure IGC website is designed and structured for high levels of engagement, and has up to date research findings.
- To plan, organise and deliver UK based research dissemination events, including the annual Growth Week. This includes chairing sessions at events.
- To analyse research findings from country programmes and to support and advise country teams on presentation of research results and policy issues to government, the private sector, NGOs and other policy stakeholders.



Key tasks/responsibilities:

Management

- To manage the Communications Officer, and the Events Officer covering objective setting, performance management, and talent development, ensuring strong performance from the roles.
- To manage the team budget, working with the Evaluation and Communications Director. This includes developing an annual budget, managing workplans and monitoring actual spend versus budget.

General

- To build and maintain up to date knowledge of IGC's research and development issues.
- To be an active member of the Evaluation and Communications team.
- To ensure all content is appropriately branded, including templates and style guides.

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. The post holder may be required to perform tasks not specifically referred to above. The role requires work outside normal office hours at times and overseas travel.

Equality and Diversity

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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.