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 Analyst

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Grantham Policy Fellow

Job Summary: This post is based within the Policy Analysis Team of the Grantham Research Institute on Climate Change and the Environment. The post-holder will work on a broad range of topics relating to climate change policy, reporting to the Policy Fellow. The post will include the following central tasks:

- Contributing to the implementation of the Institute's policy analysis strategy, particularly on sustainable growth, economic opportunities of Net Zero and/or decarbonisation of hard to abate sectors;
- Planning and delivering policy analysis projects in collaboration with other members of the Policy Analysis Team and the Institute's research staff;
- Undertaking a range of policy analysis activities, including horizon-scanning, roundtable meetings, workshops, etc; and
- Helping to maximise the external impact and visibility of the Institute and its work.

Duties/Responsibilities

- Contribute to the overall policy analysis strategy of the Institute as an integral part of the Policy Analysis Team;
- Conduct rigorous, research-based and user-focused analysis on a range of issues related to climate change policy, either independently or as part of a team, particularly on particularly on sustainable growth, economic opportunities of Net Zero and/or decarbonisation of hard to abate sectors;
- Assist research staff to identify and realise opportunities to inform and influence policy-making, including through horizon-scanning activities;
- Manage policy analysis projects, including planning and delivery, in collaboration with other members of the Institute's Policy Analysis Team and its research staff;
- Apply the findings of the Institute's research to the key issues in policy-making and communicate them in a timely and accessible way for decision-makers, working closely with the Institute's Communications Team;
- Build and maintain relationships with decision-makers in the public, private and third sectors;
- Prepare and contribute to a range of research-based and policy-relevant outputs, including briefing papers and presentations;
- Present the results of analysis at Institute and external events;
- Contribute to the organisation of engagement activities with decision-makers in the public, private and third sectors, nationally and internationally, including seminars, workshops and roundtable meetings; and
- Play a constructive role in the life of the Institute.

Working Relationships
The postholder will work with Principle Investigators, Departmental Administrator/ Managers, Finance and HR Departments. They will work closely with the Research Development team to ensure successful handover of projects on start-up.

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.