



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: China Policy Fellow

Ref no.:

Department/Division: Grantham Research Institute on Climate Change and the Environment

Accountable to: Senior Policy Fellow, Climate and Development

Job Summary:

The Grantham Research Institute on Climate Change and the Environment seeks to appoint an experienced policy fellow to lead a major project on climate change, energy and economic policies in China.

Duties/Responsibilities or HERA Competencies

- Conduct rigorous, research-based user-focused and policy-oriented analysis, in collaboration with Nicholas Stern and his team, on China's past and future policies on climate change, energy, economics and development
- Prepare and deliver a range of research-based policy-relevant outputs, including briefing notes, policy reports and presentations describing the results of policy analysis
- Lead the organisation of engagement activities, building networks, presenting at conferences, seminars and workshops, with researchers, policy experts and policy-makers inside and outside China to ensure that outputs have demonstrable impact and inform policymaking
- Provide regular verbal and written updates on progress to the sponsors of the project
- Contribute to the formulation and delivery of the Institute's policy analysis strategy, in particular for India, in collaboration with the Policy and Communications Director and the policy analysis team
- Work with the communications team to enhance the impact of outputs and activities
- Build and maintain networks, particularly among China's domestic and international decision-makers in the public, private and third sectors
- Contribute to the intellectual shape and design of the Institute's research programmes, in particular for China, by identifying topical, policy-relevant research questions
- Enhance the impact of the Institute's research strategy, particularly through liaison with the leaders and other members of the research themes
- Assist with the preparation of grant proposals and other fund-raising activities that include information about the Institute's policy analysis activities
- Contribute to the implementation of the Institute's organisational strategy and, as appropriate, to the Institute's other strategies
- Attend and participate in meetings, seminars, awaydays and other activities relating to the Institute's purpose and organisation
- Behave and act in a way that is consistent with the purpose and principles of the Institute, 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 who carry out policy analysis and engagement activities

**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.