



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

Department/Division: LSE Cities

Accountable to: Ricky Burdett, Director, LSE Cities

Job Summary

The post holder will support a major new city leadership programme at the London School of Economics and Political Science. Embracing LSE 2030 Strategy to extend our impact and reach, the new programme will be a major addition to the School's global reputation for excellence in research, education and knowledge exchange.

Building on LSE Cities established track-record in understanding the dynamics of cities, the new programme is being designed to improve governance and delivery of public services in cities across Europe. It will equip mayors and public officials with the leadership, management tools and policy understanding they need to address the increasingly complex and urgent problems faced by metropolitan areas across Europe including sustainability, inequality, good governance and well-being.

The Policy Officer will support LSE Cities executive and members of LSE Philanthropy and Global Engagement (PAGE) in developing the content and structure of the programme and drafting a proposal to a major global philanthropic organisation for core funding. Reporting to the Director of LSE Cities, the postholder will work closely with staff from the ongoing 'European Cities Programme' led by Ben Rogers and engage with specialist academics and administrators across the School, as well as international institutions and agencies operating in the sector.

Duties and Responsibilities

- Research existing leadership initiatives and capacity building programmes for urban leaders, including their content, methods, beneficiaries and business models
- Liaise with scholars and programme managers across the School including executive masters programmes and tailor-made training programmes
- Support and expand ongoing research by the European Cities Programme into existing city networks, capacity building programmes and urban research centres
- Identify best-practice in the professional training and knowledge exchange programmes in Europe and how a new urban leadership programme at LSE Cities can add value
- Contribute to the development of a 5-10 year Development Plan of a new urban leadership programme including:
 - Strategic objectives
 - Programme content (capacity building, scholarships, research)
 - Staffing plan
 - Budget



- Comms and engagement plan
- Contribute to the development of proposals for philanthropic partners, particularly foundations and major donors
- Contribute to identifying philanthropic partners and working with LSE Cities and PAGE to develop cultivation plans

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.