



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Policy Officer

Department/Division: LSE Cities

Accountable to: Ricky Burdett, Director, LSE Cities

Competency	Criteria	E/D
Knowledge & experience	MA level qualification (or higher) in social science or related discipline	E
	Experience in delivering complex projects in a team context	E
	Experience in developing programme proposals and budgets	E
	Familiarity with world of urban policy, city leadership and networks, particularly in European context	D
	Awareness or experience of interacting with philanthropic foundations	D
	Knowledge of capacity building and executive education programmes	D
Communication	Good writing and communication skills, for internal and external audiences	E
	Competence in at least one European language other than English	D
Teamwork and motivation	Ability to both work independently and as part of a team within LSE Cities	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.