



## 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 Fellow - Public Finance and Economics

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

**Accountable to:** Distinguished Policy Fellow, Nick Godfrey

### Job Summary:

As part of its work with the Coalition of Finance Ministers and beyond, the Grantham Research Institute on Climate Change and the Environment is supporting a major new global initiative to support finance ministries in improving economic analysis and modelling to drive climate leadership. This new role will play an important part in leading and supporting a new project, co-chaired by the United States Department of the Treasury and the Danish Ministry of Finance with many other finance ministries, to bring finance ministries together with economists, economic analysis and modelling teams, and other experts from around the world, to produce a major flagship report and carry out a wider programme of work to help address the most important climate policy questions countries are facing. This project will be complemented by a wider range of related activities to support the role of finance ministries in driving climate action, building on the Institute's work in coordinating the flagship guide to climate action for the Coalition of Finance Ministers for Climate Action.

### Duties/Responsibilities or HERA Competencies

- Lead the planning, coordination, and delivery of a new initiative to improve economic analysis and modelling for finance ministries, in partnership with colleagues.
- Conduct rigorous, research-based, user-focused and policy-oriented analysis, in collaboration with colleagues, on economic analysis and modelling for finance ministries.
- Prepare and deliver, in collaboration with colleagues, a range of research-based, policy-relevant outputs, including policy reports, briefing notes, and presentations to inform decisions by finance ministries, fiscal and economic policy authorities, and other decision-makers and stakeholders.
- Contribute towards organising engagement activities, presenting at meetings, seminars and workshops, with researchers, policy experts and policy-makers, including finance ministries.
- Build and maintain relationships, particularly among finance and economic policy ministries, international financial institutions, research and academic organisations and networks.
- Identify key topics relevant for finance ministries, spanning economic strategy, fiscal policy, and financial policy, as well as ways to enhance capability to act on climate.
- Support development of overall project plan, budgets, fund raising, and risk matrix.
- Participate, if needed, in country visits to finance ministries in other countries.
- Assist in coordinating and reviewing the inputs of a range of consultants.
- Contribute to the formulation and delivery of the Institute's policy analysis strategy, in collaboration with colleagues.
- Work with the Institute's communications team to enhance the impact of outputs and activities.



- Contribute to the intellectual shape and design of the Institute's research programmes by identifying topical, policy-relevant research questions.
- Assist with the preparation of grant proposals and other fund-raising activities.
- Contribute to the implementation of the Institute's organisational strategy and, as appropriate, to the Institute's other strategies.
- Provide regular verbal and written updates on progress.
- Attend and participate in meetings, seminars, awaydays and other activities relating to the Research 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 engaged in policy analysis and engagement.

**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 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.

**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.