



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: Research Project Manager

Ref no.:

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

Accountable to: Institute Manager

Job Summary

The Project Manager will coordinate and plan for delivery of the operational components of the Institute's Research. Working closely with Principal Investigators (PI) and the Institute Manager the role covers a wide range of project management, delivery, communication, and governance activities.

This role will support in particular the forestLAB research work stream and contribute similar duties in the Institute to other research areas (with an approximate balance of work 60:40). Precise duties in the GRI will vary according to the range of live projects and core support as needed. The duties outlined below for the forestLAB can equally apply to another project or projects that make up the work portfolio.

Context

LSE is a world-class centre of learning, recognised for its concentration of teaching and research across the full range of the social, political and economic sciences. The GRI, a research centre within the LSE, brings together international expertise from a wide range of disciplines, including economics, finance, geography, the environment, international development and the political economy. This expertise enables us to produce globally recognised, policy-relevant research and analysis. GRI has over 60 members of staff working on research and policy, and the communications and running of the Institute, with usually 30-40 live funded research awards supporting key research streams. GRI also includes PhD students, visiting researchers and research associates.

The forestLAB is a new joint programme between the African Conservation Development Group (ACDG), the Grantham Research Institute on Climate Change and the Environment (GRI) at the London School of Economics (LSE) and the University of Stirling. The programme is focused on the Grande Mayumba area in southern Gabon. The programme is creating a vibrant and diverse community of researchers who share a passion for the natural environment clustered around the following core areas: conservation finance, sustainability economics, conservation and development and behavioural economics.

Duties and Responsibilities

The Research Project Manager will work closely with Principal Investigators (PI, particularly for forestLAB), funders and senior researchers to help deliver research projects in a coordinated way, including maximising impact. The post holder will provide:

- Regular coordination of the work across the partnership, including liaison with partners for contract management, and field work logistics



- Coordinate the development of the project's annual work plans and any reporting to funders
- Coordination and oversight of all non-research issues (e.g. internal and external data management, project communications, etc.)
- Support the PI and senior team on: ensuring adherence to the ethical research guidelines; personnel management; risk management; and management of partnership relations.
- Maintain and update documents on status of deliverables and decision points for the PI and project team.
- Support coordination of research-based policy-relevant outputs, which may or may not be published in academic outlets, including but not restricted to policy briefs, working papers, presentations or blogs, in a timely manner which contribute to the overall research programme.
- Support regular update of GRI and research project specific websites.
- Help in the organising and conducting of engagement activities, maintaining networks, coordinating dissemination activities.
- Support relationship building and effective communication with and between colleagues working on the research project and associated external partners.

Operational management

- Work with the PI and GRI colleagues to help shape and implement the vision and strategy for the research project.
- Support the PI in coordinating the overall delivery of all aspects of the research - ensuring that it delivers according to the agreed vision and strategy, coordinate management reporting processes including scheduling check-ins with team members and external stakeholders.
- Support research themes to deliver their respective components.
- Ensure that any research partners work together to deliver effectively and efficiently. Coordinate between UK operations and international partner operations (e.g. with respect to research processes such as ethics and data management).
- Ensure compliance with LSE management policies, procedures and systems, including ethical issues associated with collection of data and field work.
- Provide secretariat services to the PI and research team, and help ensure regular communication with the GRI management and other research project partners.
- A proactive role in structuring research coordination and regular internal and external meetings, design agendas and take minutes and note action points from meetings.

Reporting and financial management

- Support the PI and Institute Manager with effective financial management of research project budget use at LSE, including preparing any budgeted work plans.
- Coordinate any external reviews of the project, including ethical review applications and modifications in close collaboration with the PI and research teams.
- Help develop/maintain data management systems, both internal and external, including systematic documentation on project history, progress, deviations and key decisions.
- Collate and support PI reporting responsibilities as applicable, such as outputs on ResearchFish and data on ReShare for ESRC funded research.

Activities relating to Institute management and administration may include:

- Contributing to the development of research teams, through coordination and supporting team members to achieve common goals.
- Fostering collegiality and fulfilling responsibilities as set out by the Institute Director and/or Institute Manager to support wider objectives of the GRI appropriate to this role.
- Attending and participating in Institute meetings and contributing towards effective research management within GRI.
- Providing project management support to submitting (large) research funding applications and in



co-ordination with GRI and LSE pre award support.

- Providing project management and management information relating to areas of the central research management needs within GRI such as, but not limited to, planning for project budgets, ethical review processes, reporting on progress of projects and planning for key deliverables.

Other responsibilities may include:

Precise duties are subject to the opportunities available, the contractual obligations imposed by the external funding agency and with the agreement of the Principal Investigator, Institute Director and/or Institute Manager, in accordance with established line management arrangements and commensurate with the post.

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.