



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: IGC Head of Country Programmes and Senior Policy Economist

Department/Division: International Growth Centre
Accountable to: IGC Policy Director

Job Summary:

The International Growth Centre aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia. The IGC works closely with partner governments to generate high-quality research and policy advice on key growth challenges, focusing on four themes: economic governance, trade and productivity, cities and infrastructure and energy and environment. The IGC Country Programme currently includes resident teams in Bangladesh, Ethiopia, India, Ghana, Mozambique, Myanmar, Pakistan, Rwanda, Sierra Leone, Uganda, and Zambia. The Country Programme is complemented by the Responsive Policy Function, which currently includes (non-resident) engagements in Afghanistan, Jordan, Kenya, Lebanon, Somaliland and South Sudan. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is funded primarily by the UK Department for International Development (DFID), with support from the Bill & Melinda Gates Foundation and other foundations and research funders.

The IGC Head of Country Programmes (HCP) leads the Country Programmes team of Policy Economists, which coordinates the country programmes in Africa and Asia from our London hub at the LSE. The HCP supports the Policy Director in setting, implementing and reviewing the strategy for the IGC Country Programme and ensuring the overall effectiveness of the Country Programme. They will lead and line manages the London-based Country Programme team of Policy Economists which works collaboratively with country teams to support world-class research, draw out key lessons for policy and maximise growth policy impact. They will also lead on resource allocation for the Country Programme and will be responsible for driving operational effectiveness in the hub's support for country programmes. The HCP works closely with the Policy Director and Country Directors to ensure good communication and sharing of good practices across countries, and in recruitment, performance management and support for Country Economists to build high performing Country teams. The post holder will contribute to policy and research outputs, which can include policy briefs, research papers and synthesis pieces, to disseminate IGC's frontier research to a broad audience.



Duties and responsibilities:

1. Support the Policy Director in ensuring maximum effectiveness of the Country Programme

- Work closely with the Policy Director to set, implement and review the strategy for the IGC Country Programme and support the country-level implementation of IGC's collaborative model for taking frontier economic research into policy.
- Manage performance of the Country Programme as a whole, and individual Country Teams as needed, to progressively improve effectiveness.
- Work with the Monitoring, Evaluation and Learning (MEL) Team to agree academic and policy impact metrics for the Country Programme and a process for regularly capturing impact information from Country Teams.
- Engage proactively with DFID colleagues, including on reporting and management aspects, liaising closely with the Director of Impact and Learning (as primary DFID point of contact).

2. Lead and manage the IGC's Country Programme team

- Lead and line manage the London-based Country Programme team of Policy Economists and coordinate the work of the hub-based Country Programme.
- Lead on resource allocation for the Country Programme, including setting budgets for individual country programmes and managing the Country Programme budget overall, working closely with the Policy Director, Chief Finance and Administrative Officer, Country Directors and Country teams.
- Drive improved operational effectiveness in the support to country programmes, coordinating with other hub teams, particularly Programme Coordinators, and promoting collaborative working.

3. Support and help manage IGC's Country Teams

- Work closely with the Country Directors, and Country teams, to ensure smooth running of the country programmes, good communications, effective support from hub and sharing of good practice across countries.
- Support Country Economist recruitment, including shortlisting and participation in interviews, and coordination with the IGC Senior HR Advisor, the Policy Director and Country Leadership Teams.
- Support regular performance reviews of Country Economists, capturing and synthesising development needs and identifying or designing appropriate training opportunities, working closely with Country Directors and the IGC Senior HR Advisor to help build high performing Country teams.
- Ensure an appropriate and competitive framework for pay and benefits for Country team staff, working closely with the IGC Senior HR Advisor.
- Ensure effective risk management procedures and reporting, and team welfare measures, are in place for Country teams, working closely with the IGC Head of Overseas Compliance.

4. Support and guide the Country Programme Policy Economists in carrying out the following duties for the individual country programmes for which they are responsible:

- Support the work of the country teams in developing, implementing and monitoring their country strategy, as captured in the Country Strategy Note.
- Work with country teams to ensure the integration of the policy and research agendas in IGC's work programme in their respective countries, in the context of the evolving country situation.
- Support the Country Leadership team in managing their country programme and its engagements with all stakeholders, including government authorities, multilateral and bilateral IGC partners and other domestic stakeholders (from both public and private sectors).
- Take joint responsibility with the Country teams for programme management, including drafting work plans, project and event terms of reference, budget management, forecasting and ensuring value for money.



- Collaborate actively with Country teams in preparing for country visits and IGC events.
- Liaise with MEL to ensure effective reporting, evaluation and feedback at the level of Country teams.
- 5. Engage directly with one (or more) country programme, carrying out the above duties, as agreed with the Policy Director**
- 6. Support the commissioning and dissemination of high quality, high impact research**
 - Lead the Country Programme team in supporting the commissioning board and project decision making processes, and in the development of small projects to meet country demands and priorities.
 - Develop and implement a strategy for effective information exchange and cross-country learning, working closely with the MEL and Communications teams.
 - Contribute to the creation of high-quality policy and research outputs, including policy briefs, research papers, synthesis papers, and growth events for dissemination.
 - Support and coordinate the Country Programme Policy Economists in identifying and communicating research and policy findings both within and across country programmes, and in contributing to high-quality policy and research outputs, as above.
 - Work closely with the MEL and Communications teams to ensure the effective capture, analysis and dissemination of IGC's academic and policy impact from the Country Programme.
- 7. Contribute to fundraising and grant management**
 - Contribute to proposal development for new funding.
 - Contribute to the management of budgets, work plans, projects, events, commissioning processes, dissemination and reporting for non-DFID grants, ensuring effective coordination across the hub.

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.