



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 Hub Coordinator

Department/Division: International Growth Centre (IGC)

Accountable to:

Chief Administrative Officer OR Hub Economist for India (depending on assigned portfolio)

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 and works closely with partner governments to generate high quality research and policy advice on key growth challenges. IGC's current partner countries include Bangladesh, Ethiopia, Ghana, Kenya, India, Mozambique, Myanmar, Pakistan, Rwanda, Sierra Leone, Tanzania, Uganda and Zambia.

IGC Hub Coordinators play a central role in ensuring the smooth running of the International Growth Centre's (IGC) Country Programme in managing project proposals from approval through to contract and then monitoring these against agreed work plans. Responsibilities also include providing administrative support for both London and internationally-based IGC colleagues, and supporting in-country events for the post-holder's assigned IGC countries.

Duties and Responsibilities

- **To support the IGC Country Programme, working closely with IGC Hub Economists for the Country Programme**
- **To provide project management for projects** funded by the IGC including to:
 - Prepare projects approved through commissioning boards and other formal processes for contracting, ensuring that project proposals, budgets and deliverables comply with IGC rules, liaising throughout with funding recipients as necessary to finalise all the information required for contracts to be issued.
 - Monitor the progress of projects against agreed work plans, and work with country teams to ensure timely project delivery, including contacting individual researchers and institutions regarding upcoming or overdue outputs as required.
 - Coordinate monthly team calls with hub colleagues and country teams. Capture and follow up on agreed/outstanding actions from these calls.
 - Review and act as first responder on queries, requests (including internal) and amendments



to projects (including adjustments to approved budgets, project outputs and timelines), facilitating contract amendments/grant transfers/cancellations where required.

- Ensure relevant work plans, databases, spreadsheets and reporting forms are completed and accurately maintained.
- Ensure submitted outputs and fees are approved by the appropriate individual in order that payment can be made, ensuring accurate records are maintained.
- At project completion, review final financial statements against actual spend, to enable final payments and closure of related Pos, seeking the appropriate level of approval for any discrepancies.
- To provide logistical support for hub and on occasion also country team members including in arranging travel and accommodation for country visits and dissemination events in the IGC Countries to which the post holder is assigned, and occasionally in London.
- To facilitate workshops and other events run in the IGC's Countries to which the post holder is assigned
- To provide the services as outlined above for new IGC initiatives, and in particular in support of work in countries with no IGC in-country team.
- To proactively engage in improving hub processes, including working to ensure efficiency gains from the implementation of new IT infrastructure, new grants management tools and automated approval/other workflows.
- To contribute to maintenance and updates to the IGC Operations Manual (including guidance on all hub processes) for reference by IGC staff globally, and to ensure its dissemination and accessibility.
- To contribute to the preparation of reports on the performance of assigned portfolio, for monitoring, evaluation and learning purposes, both internal and external, including for the external evaluator and for the external funder (including log frame indicators, KPI's and other metrics).
- To develop knowledge of LSE processes and build and maintain working relationships internally with administrative colleagues across the School.
- To liaise effectively and build working relationships with UK and overseas contacts and organisations, including partner institutions and office managers, other external contacts and suppliers.
- To efficiently manage a large email inbox and ensure shared drive files and folders are accurately maintained.
- To independently prioritise and manage own work.
- To show initiative in responding to individuals by providing information without supervision in a prompt and efficient manner.
- To report to senior management on assigned responsibilities and other related tasks



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**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.