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 Knowledge and Reporting Manager

Department/Division: The International Growth Centre (IGC)
Accountable to: Head of Monitoring, Evaluation and Learning (MEL)

Job Summary

This new position has been identified to increase the sophistication of how IGC compiles and analyses both quantitative and qualitative data from IGC research and to present these findings externally as well as for internal learning. This will include the introduction of a more sophisticated knowledge management approach and data curation across our research projects. This role will sit within the Monitoring, Evaluation and Learning team, and will provide support across all organisational programmes in areas pertaining to research analysis, knowledge management, reporting and systems

The International Growth Centre (IGC) 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. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is funded by the UK Department for International Development (DFID).

Duties and Responsibilities

Research Evaluation - production and analysis
- Responsible for design and delivery of appropriate systems structures to support metrics reporting and development.

- Manage and direct qualitative and quantitative analysis of research and impact of IGC work, designing appropriate methodologies and analytical approaches.

- Identify and apply cutting edge evaluation models to IGC's research projects to identify new results and findings.

- Summarise the main findings and conclusions of IGC research in an easily digestible format for non-technical audiences, and present these findings to a range of external audiences, such as sponsors.

- Compile relevant IGC evidence to support funding applications, referencing relevant project details including methodology, findings and constraints.

- Support organisational requirements with regards to the development of reports for internal and external stakeholders, particularly the content for the Annual Report.

Knowledge Management
- Lead design, management and implementation of knowledge management strategy and best practices across research projects. Including strategies for increasing Academic and Policy impact/capacity building.

- Review research project deliverables and promote and consolidate via the development of learning resources.

- Coordinate and develop knowledge management systems & tools and also policies and practice, and support coordinated knowledge creation efforts across the organisation.

- Direct the synthesis of the existing body of IGC research into compendia, suitable for both internal and external audiences.

- Management of the IGC's research knowledge and outputs across the portfolio, including thematically-focused summary documents designed to support the policy influence process and enable research curation across the IGC's research portfolio.

Reporting and Systems
- Act as the Systems Administrator for the IGC's Salesforce org, leading on development work and the provision of support to all teams with regards to organisation systems requirements, determining priorities for new developments and acting as key technical lead on liaison between the IGC and external systems development clients.

- Provide technical assistance to all staff across the IGC, both Hub and remote offices such as reporting templates: main point of contact for all systems related queries, including general technical assistance as well as requests for development of additional resources.

Data management
- Lead on data definitions and implementation across the IGC, developing key processes and best practice policy to ensure data quality and consistency.

- Support operationalisation of IGC systems, including business process mapping and management of data support staff. .

General

- Build organisational skill, capacity and best practice in research knowledge, information sharing and reporting. This will involve site visits to provide training and technical support. Build effective measures and processes for data capture and analysis across the 3Es (Economy, Efficiency, Effectiveness) of Value for Money (VfM), according the IGC's VfM strategy. This includes leading on the operationalising the data collection, analysis and reporting of VfM.

- Develop appropriate methodology for understanding the IGC's Effectiveness (within the VfM framework), including taking research findings forward to interpret real-world impact for internal and external audiences.

- Coordinate the dissemination of VfM best practice across the IGC, both Hub and remote offices.

- Liaise with relevant personnel across the IGC to consolidate research knowledge and coordinate systems development, working with country teams and across different teams based in London. Management of temporary staff will be required as and when the need arises.

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 is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

To uphold the School's commitment to equality of respect and opportunity, as set out in the Ethics Code, we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the EDI website

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.