



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Research Knowledge and Reporting Manager

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

Competency	Criteria	E/D
Knowledge and experience	A Postgraduate degree in Economics, International Relations, or a discipline related to the work of the IGC	E
	Experience working in Monitoring, Evaluation and Learning (MEL) including donor reporting requirements	E
	Strong analytical and research skills, including the ability to process large amounts of qualitative and quantitative information, distribute it appropriately and extract critical analysis/findings	E
	Ability to understand and effectively synthesise, consolidate and curate complex technical/ academic material	E
	Development and use of information management systems for programme management, monitoring, and organisational learning, including mechanisms, forums and processes for facilitating the sharing of lessons and experiences between teams	E
	Demonstrated experience with internal systems development, ideally for research outputs	E
	High-level technical competency in MS Office Suite, Salesforce CRM platform; database, workflow and information management systems	E
	Demonstrated understanding of the importance of Knowledge and Data Management and related best practices	D
	Demonstrated understanding of the core principles of VfM	D
	Salesforce Administrator' certification would be an advantage	D



Communication	Effective written and verbal communication skills in English, especially evidence of explaining complex technical information to non-specialist audiences and communicating in a cross-cultural environment	E
	Demonstrated experience of working and communicating effectively with colleagues located in remote offices	E
	Excellent report writing skills	E
Analysis and Research	Experience of analysing research content and other issues pertinent to development economics and identifying and interpreting trends across research outputs.	E
	Ability to gather complex data, analyse it and produce reports tailored to different audiences.	E
	Strong investigative and analytical skills in understanding impact in an international development context and ability to predetermine the data structures required for in-depth analysis.	E
Teamwork and motivation	Strong initiative and self-motivation, and prior demonstration of entrepreneurialism	E
	Demonstrated ability to work as part of a team, preferably in a developing country multi-cultural context.	E
Liaison and Networking	Demonstrated ability to build strong relationships with colleagues to foster collaboration.	E
	Experience training remote teams with new systems and supporting training programmes for new starters; ability to be responsive to queries and technical challenges	D
	Ability to contribute to networking by identifying key people to foster working relationships with.	D
Planning and organisation	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.	E
	Self-starter and the ability to work independently and with minimum supervision in challenging environments.	E
	Evidence of attending to detail while producing timely work within tight deadlines.	E
Decision making	Ability to propose solutions to be taken forward by decision makers and make relevant recommendations as per the	E



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	<p>technical expertise expected from the role.</p> <p>Ability to judge when decisions should be taken independently within the role holders' core areas of responsibility and to provide strong guidance to middle and senior management for strategic decision-making.</p>	E
Initiative and Problem Solving	Demonstrated ability to act independently to solve issues and proactively work on solutions based on core technical knowledge.	E
	Evidence of starting new initiatives which support organisational development and efficiency and ease of reporting from different stakeholders.	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.