



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: Head of the Cities that Work Initiative

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

Criteria	Evidence	E/D
Knowledge and experience	Proven track record of leadership and delivery in a mission-driven international organisation	E
	Extensive experience working with policy makers and researchers in developing country cities, and an understanding of policy engagement and impact	E
	Experience in programme and project management in a developing country setting.	E
	Experience of managing contracts funded by external donors, including managing relationships with funders, and budget management	E
	Deep knowledge and experience in research and policy development relating to economic growth and cities in developing countries.	E
	Possession of a MA/MSc/MPA/MPP degree in economics, public policy/administration, development economics, or a related discipline by post start date.	E
Communication	Excellent written and oral communication and presentation skills	E
	Ability to convey complex research findings and relevant policy ideas to diverse audiences including policy stakeholders in IGC partner country cities and international forums	E
Teamwork and motivation	Demonstrated ability to foster effective team-working in an international and multi-cultural organisation and to motivate staff to achieve excellence	E
	Ability to lead, motivate and manage heterogeneous research and policy teams, including senior external advisers as well as junior staff	E
	Ability to work co-operatively with a wide range of colleagues,	E



	<p>researchers, private stakeholders and contacts in partner institutions</p> <p>Ability to manage teams remotely, ensuring a one team approach across different geographies.</p>	D
Liaison and Networking	Demonstrated ability to engage with and gain respect from senior-level policy makers, such as past work with government officials, the private sector, NGOs and the media.	E
	Experience of building productive and collaborative relationships with senior colleagues within complex organisations and across organisations to gain buy-in and collaboration.	E
Initiative and Problem Solving	Track record of developing and implementing organisational strategies to build organisational performance.	E
	Positive mindset, entrepreneurial approach, initiative and drive to push the organisation to accomplish its mission.	D
	Ability to use initiative and creativity to resolve problems where a solution may not be immediately apparent or where there is a lack of precedent	E
	Commercial awareness and ability to achieve value for money	D
Planning and organisation	Proven ability to set clear and effective aims and objectives against which work can be prioritised and planned and to assist a team to do the same	E
	Budget management including setting budgets, forecasting and reviewing financial performance.	E

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

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