



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



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 post holder.

Job title: Head of the *Cities that Work* Initiative

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

Job Summary:

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 principally funded by the UK Department for International Development (DFID), with support from the Bill & Melinda Gates Foundation and other foundations and research funders.

Cities that Work is a policy initiative of IGC that facilitates better policy decisions on urban development across the developing world. It brings together cutting-edge urban research and the practical insights of mayors, policymakers, and practitioners to develop a policy-orientated knowledge guide to facilitate better policy decisions on urban development issues in lower and middle-income countries. The initiative draws on and strengthens the IGC's relationships with researchers and policymakers in developing a committed network of individuals who can put this knowledge into practice.

The Head of the *Cities that Work* Initiative (HCtW) manages the *Cities that Work* initiative, under the guidance of the Policy Director and the *Cities that Work* Council. The role supports the Policy Director in setting, implementing and reviewing the strategy for the *Cities that Work* initiative and ensuring the overall effectiveness of the initiative at a national, regional and global scale. They are responsible for the continued quality of the initiative's outputs, which include:

- **Evidence guides** - Policy toolkits, case studies and other synthesis products, including dedicated [webpages](#). Guides will frame analysis around policy decisions, and ensure outputs are in formats that are accessible for policymakers.
- Topic-specific **workshops** for policymakers that facilitate discussion and dissemination of evidence

They will also be closely involved in further nurturing a **network of policy makers** to support increased evidence-based policy making for cities.

To do this, the HCtW will lead and motivate a team of Cities Economists, based in the London School of Economics and the Blavatnik School of Government at the University of Oxford, to work collaboratively with the IGC's Country Teams as well as Flexible Engagement Initiatives to support evidence-based policy making. This will involve management responsibility from an HR as well as budgeting perspective, including the management of various grants. The HCtW will also support the Communications and Development Director on fundraising in the cities space, proactively seeking out and developing opportunities, in line with the initiative's overall objectives. The HCtW will lead on developing *Cities that Work's* global external engagement strategy as well as support the Policy Directors' external engagements in this space.

Please note this role requires some overseas travel.



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Key tasks/responsibilities:

Management and leadership

- Manage the Cities that Work (CtW) initiative, working closely with the Policy Director to set, implement and review the three-year strategy for the initiative, including how CtW will grow its influence, which geographies and issues it will target, and the influencing approaches.
- Lead, motivate and develop a team of Cities Economists, based out of Blavatnik School of Government and the London School of Economics, developing a team workplan and setting individual objectives and reviewing performance.
- Manage the Cities that Work budget and overall work plan, including setting annual budgets and forecasting expenditure and managing multiple grants and their reporting requirements.
- Support IGC's Country Programmes based on their cities priorities and agendas, as well as IGC's Flexible Engagements, in particular acting as the point person for high-level policy makers interested in cities work (outside IGC Country Programmes); this includes understanding their needs and how CtW can best respond promoting cross-country learning.
- Coordinate and manage relationships with the CtW Council members, seeking their input and approval on strategy and updating them on progress, ensuring they can act as strong CtW advocates in their policy engagements.
- Explore and develop funding opportunities for CtW, building consortiums and designing programmes, and working closely with Communications and Development Director and relevant people in both LSE and the Blavatnik School of Government at the University of Oxford.

Deliver the *Cities that Work* programme

- Build and maintain an up-to-date knowledge of relevant cities research and policy debates, IGC cities research and promote the IGC's work and its values.
- Review and author or co-author policy toolkits, case studies and other synthesis products, including dedicated **webpages**; support the development of communications products, including blogs, that support the dissemination of evidenced-based learning on cities globally.
- Set up and deliver topic-specific workshops for policymakers in IGC partner countries, as well as flexible engagement contexts, that facilitate discussion and dissemination of evidence
- Develop a global network of policy makers including city leaders, city planners, multilateral organisations, development partners, local and international NGOs working in urbanisation.
- Develop the *Cities that Work* global engagement strategy and support the Policy Director's external engagements in the urbanisation space.
- Work closely with the Monitoring, Evaluation and Learning (MEL) team to develop and monitor a set of metrics to capture impact information and use these to feed into learning for the initiative overall.

IGC Cities programme

- Provide advisory support, where requested, to other country teams on cities research and policy to supplement the work of the country economists.
- Act as the point person for the IGC Cities Research Programme; this includes working closely with Research Programme Directors in understanding the needs of the programme, reviewing and feeding back on research proposals for IGC Calls and SPFs.



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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.