



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: Policy Fellow

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Policy and Communications Director

Job Summary:

The Grantham Research Institute on Climate Change and the Environment seeks to appoint an experienced Policy Fellow to lead programmes and projects, particularly in relation to UK policy. The Policy Fellow must have the ability to produce policy-relevant outputs of a very high quality.

Duties/Responsibilities or HERA Competencies

- Contribute to the formulation and delivery of the Institute's policy analysis strategy, in collaboration with the Policy and Communications Director and the policy analysis team
- Manage a small group of policy analysts, including their training and career development, and play a leading role within the Institute's policy analysis team
- Oversee the Institute's policy analysis projects relating to UK policy on both climate change mitigation and adaptation, including submissions of oral and written evidence to Government consultations and Parliamentary inquiries
- Contribute to the planning and organisation of policy events, including seminars and public lectures, in consultation with the Institute's communications and administrative services teams,
- Lead and manage projects on specific policy analysis issues, particularly relating to, but not limited to, the UK energy system, drawing on the Institute's research when appropriate
- Undertake horizon-scanning and other activities on relevant policy issues to identify opportunities for the Institute to inform and influence decision-making in the UK and beyond
- Work with the communications team to maximise the impact of policy analysis projects and programmes, including through meetings with decision-makers and the production of high-quality policy publications
- Build and maintain networks, particularly among UK decision-makers in the public, private and third sectors
- Enhance the impact of the Institute's research strategy, particularly through liaison with the leaders and other members of the research themes
- Assist with the preparation of grant proposals and other fund-raising activities that include information about the Institute's policy analysis activities
- Contribute to the implementation of the Institute's organisational strategy and, as appropriate, to the Institute's other strategies
- Attend and participate in meetings, seminars, away days and other activities relating to the Institute's purpose and organisation
- Behave and act in a way that is consistent with the purpose and principles of the Institute, and the values and aims of the LSE



- Contribute to the activities of other parts of the LSE, including through the participation in networks of staff engaged in policy analysis and engagement

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.