



## 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: IGC Commission on Growth in Fragile States  
Policy and Operations Manager**

**Department/Division: International Growth Centre    Accountable to: IGC Executive 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 15 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 LSE and in partnership with the University of Oxford, the IGC is funded by the UK Department for International Development (DFID).

The IGC Commission on Growth in Fragile States aims to bring frontier research and policy knowledge together to influence the development and implementation of growth-related policies in fragile states. The target audience includes the UK government, bilateral agencies and multilateral institutions, on the one hand, and governments and stakeholders in fragile states, on the other. The Commission aims to inform policy, externally and internally, drawing on research ranging from economic studies of the effects of insecure property rights and conflict to studies in political science of how values shape state formation and on lessons from policy experience.

The Commission will be chaired by Tim Besley (LSE) and Paul Collier (Oxford) and will comprise distinguished academics and policy experts drawn from leading universities and public life.

The Policy and Operations Manager will work closely with the Commission co-Chairs as the policy and operational lead for the Commission. His/her primary responsibilities will be to deliver the project on time and on budget, to lead on the organisation of all the Commission's events, and to oversee delivery and participate in the writing of the Commission's report.

S/he will become expert in the Commission's findings and in the policy issues in this area, identify opportunities for IGC thought leadership and facilitate the engagement of internal and external stakeholders with the activities of the Commission, with the aim of ensuring the Commission's ideas gain traction across IGC partner countries and in regional and global forums. S/he will take primary responsibility for all communications between the commissioners and the co-chairs, convene private meetings and organise public events for the Commission, write policy briefs, blogs, research reviews and reports and will support others in developing and writing similar documents. S/he will monitor IGC research against the Commission's strategy, carry out policy analyses, identify policy influence targets and work with commissioners and other stakeholders to devise and implement influencing strategies. S/he will enthusiastically promote IGC ideas, research findings and policy advice to national, regional and global policy communities, working to maximise the policy impact of IGC research.



### Key tasks/responsibilities:

- To deliver the IGC Commission's aims, on time, and on budget.
- To take primary responsibility for all communications between the commissioners and the co-chairs.
- To lead on the organisation of all the Commission's events.
- To oversee delivery and participate in the writing of the Commission's report.
- To establish overall strategic direction for policy engagement for the Commission, working closely with the Commission Chairs (Tim Besley – LSE; Paul Collier – Oxford), and the IGC Executive Director, Research and Policy Director and Evaluation and Communications Director.
- To develop and implement appropriate policy influencing strategies
- To act as policy lead for the Commission, becoming known as expert in the findings of the Commission and in the policy issues these finding address.
- To identify opportunities for IGC thought leadership, key ideas and to develop policy messages for the Commission, working with the Commissioners, the Chairs, IGC Executive Team staff, IGC researchers and by analysis of research findings.
- To work proactively to promote the Commission's ideas, research findings and policy advice including representing the Commission and supporting Commission stakeholders to engage with national, regional and global policy communities, with the aim of maximising the policy impact of the Commission's findings.
- To develop policy influencing strategies for Commission priority areas to ensure that its ideas gain traction across IGC partner countries and in regional and global forums, building on IGC strengths and maximising the policy impact of the Commission's work.
- To work with the co-Chairs, Commissioners and other stakeholders to implement influencing strategies.
- To design, convene and participate in commission meetings, seminars, workshops and public events, and to identify and develop other influencing opportunities such as participation in external events.
- To identify opportunities for written analysis, and write policy briefs and papers, blogs, research reviews and reports and support others in developing and writing policy and research documents
- To ensure an active web and social media presence in priority areas, working with the IGC communications team
- To build a database of relationships and networks with key individuals and organisations working in the Commission's priority areas, engaging them on the Commission's ideas, through meetings, public events, and other means.
- To monitor and keep up to date on relevant national, regional and global economic research and policy issues and debates on Fragile States, design appropriate contributions to the debate and ensure people within the IGC network (hub, country offices and research network) are appropriately briefed
- To monitor the evolving IGC Commission's portfolio against IGC research strategy and the policy context and develop plans to build on strengths and address weaknesses



- To identify, recruit and manage a small team of post-graduate researchers and assistants, in the delivery of the Commission's events and written outputs.
- To liaise closely with relevant IGC staff, including the Executive Director, Evaluation and Communications Director, Research and Policy Director.
- To proactively liaise with and provide reports to commission funders and other stakeholders, on areas of Commission expertise as needed
- To contribute to IGC reporting and other initiatives as required

**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 tasks not specifically referred to above. The role requires work outside normal office hours at times and overseas travel.

**Equality and Diversity**

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**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.