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 Officer

Department/Division: What Works Centre for Local Economic Growth (What Works Growth)
Accountable to: Prof. Henry Overman

What Works Growth is an independent research centre jointly run by LSE and the Centre for Cities. Our aim is to improve the use of evidence in the design and delivery of local growth policy and support high-quality impact evaluation. We want to ensure that central and local government resources are increasingly directed towards the things that deliver the greatest benefit to people and places.

We aim to combine rigorous evaluations and evidence reviews – delivered by our team of academics – with practical advice and support for policy-makers and practitioners.

The Policy Officer is a new position in our small team, giving the successful candidate the opportunity to shape the role as it develops, within the requirements of the job description. They will support a wide variety of activities designed to bridge the gap between evidence and policy and help local and national policy-makers make better use of evidence and evaluation, including:

- Evidence-based and user-focused reports, briefings and toolkits.
- Training, events and conferences.
- Creative engagement with a network of local users.
- Collaboration with and support for policy-makers, delivery experts and other stakeholders.
Duties and Responsibilities

- Conducting rigorous analysis that is research-based, user-focused and policy-oriented.
- Working with the Heads of Evidence and Policy to write policy-relevant and research-based materials, including but not limited to: policy briefs, working papers, toolkits, presentations, case studies and blogs - that are and help What Works Growth achieve its aims.
- Working with the Head of Outreach to organise and deliver engagement activities, including providing research-based policy advice in a variety of settings and presenting policy-relevant outputs at conferences, seminars, workshops and other events.
- Interacting with research programme funders and sponsors, including the government departments that fund What Works Growth.
- Developing and maintaining networks and relationships with members of What Works Growth’s target audience in local and central government and with external stakeholder organisations, to foster collaboration and achieve What Works Growth’s aims.
- Helping organisations seeking evidence and evaluation advice to access the support provided by What Works Growth and its Evaluation Panel.
- Managing junior members of staff on projects as necessary and contributing to their development.
- Contributing to the continuous improvement of What Works Growth, including supporting a strong team ethos, developing new projects, and committing to the professional development of yourself and other team members.
- Fostering collegiality, fulfilling responsibilities as set out by the What Works Growth Director and the senior management team, and contributing towards the intellectual life of the centre.
**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](#)