



## 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 Analyst

**Institute:** Grantham Research Institute on Climate Change and the Environment  
**Accountable to:** Grantham Policy Fellow

**Job Summary:** This post is based within the Policy Analysis Team of the Grantham Research Institute on Climate Change and the Environment. The post-holder will work on a broad range of topics relating to climate change policy, reporting to the Policy Fellow. The post will include the following central tasks:

- Contributing to the implementation of the Institute's policy analysis strategy, particularly on climate change adaptation and resilience, and the 'just transition';
- Planning and delivering policy analysis projects in collaboration with other members of the Policy Analysis Team and the Institute's research staff;
- Undertaking a range of policy analysis activities, including horizon-scanning, roundtable meetings, workshops, etc; and
- Helping to maximise the external impact and visibility of the Institute and its work.

### Duties/Responsibilities

- Contribute to the overall policy analysis strategy of the Institute as an integral part of the Policy Analysis Team;
- Conduct rigorous, research-based and user-focused analysis on a range of issues related to climate change policy, either independently or as part of a team, particularly on climate change adaptation and resilience, and the 'just transition';
- Assist research staff to identify and realise opportunities to inform and influence policy-making, including through horizon-scanning activities;
- Manage policy analysis projects, including planning and delivery, in collaboration with other members of the Institute's Policy Analysis Team and its research staff;
- Apply the findings of the Institute's research to the key issues in policy-making and communicate them in a timely and accessible way for decision-makers, working closely with the Institute's Communications Team;
- Build and maintain relationships with decision-makers in the public, private and third sectors;
- Prepare and contribute to a range of research-based and policy-relevant outputs, including briefing papers and presentations;
- Present the results of analysis at Institute and external events;
- Contribute to the organisation of engagement activities with decision-makers in the public, private and third sectors, nationally and internationally, including seminars, workshops and roundtable meetings; and
- Play a constructive role in the life of the Institute.

### 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. Some work outside of office hours will be expected.

**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.