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 (Climate Laws)

Institute: Grantham Research Institute on Climate Change and the Environment
Accountable to: Dr Joana Setzer, Assistant Professorial Research Fellow

Job Summary: This post is based within the Climate Change Governance and Legislation theme of the Institute, but working closely with the Policy Analysis Team. The post-holder will work on a broad range of topics relating to the Climate Change Laws of the World (CCLW) database, reporting to Dr Joana Setzer.

The post will include the following central tasks:

- Maintaining and developing the CCLW database in collaboration with the Digital Communications Manager;
- Contributing to the implementation of the Institute's objectives, particularly on climate-related policies, laws and litigation;
- Planning and delivering policy analysis projects in collaboration with members of the Governance and Legislation team, the Policy Analysis team and other research staff;
- Helping to maximise the external impact and visibility of CCLW, the Institute and its work.

Duties/Responsibilities

- Maintain and update the existing CCLW database;
- Identify and pursue opportunities to further develop and expand the CCLW database;
- Prepare and contribute to a range of CCLW-based policy-relevant outputs, including briefing papers, working papers and presentations;
- Work alongside the Head of Digital Communications to manage the relationship with third-party suppliers who host, maintain and support CCLW;
- Manage the work of research assistants on a day to day basis, as required, and contribute to their development through mentoring support;
- Conduct rigorous, research-based and user-focused analysis on a range of issues related to the CCLW database, either independently or as part of a team, particularly on climate-related policies, laws and litigation;
- Build and maintain relationships with decision-makers in the public, private and third sectors;
- 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
- Interact with research programme funders or sponsors, including contributing to funding proposals;
- Play a constructive role in the life of the Institute.

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.