



## 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 Research Coordinator (Shared Parental Leave Cover) Fixed term contract**

**Department/Division: International Growth Centre**  
**Accountable to: Head of Research Programme**

### Job Summary

The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. We are a global research centre with a network of world-leading researchers and in-country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, we are majority funded by the UK Foreign, Commonwealth and Development Office (FCDO). We work to improve the productivity of people and firms as the key driver of sustainable economic development.

The Research Coordinator will play a central role in commissioning research, organizing events, and reporting to funders. S/he will provide support to the IGC Research Programme to help organize the annual call for proposals, manage ongoing research projects, help coordinate online events, and report on impact and performance.

### Duties and Responsibilities

1. **Coordinate the calls for proposals and the commissioning boards** including
  - a. preparing supporting papers and application forms for the calls
  - b. ensuring that the announcement of the call is widely disseminated through advertising and networking with relevant organisations and individuals
  - c. collating applications for initial filtering at hub and then for dissemination to reviewers, including country leadership teams and Research Programme Directors
  - d. collating reviewer responses for dissemination to commissioning board members
  - e. providing logistical support for the Commissioning Boards
  - f. coordinating the feedback to researchers from the Commissioning Boards
2. **Provide project management for research projects**
  - a. Preparing projects approved by the Commissioning Boards for contracting, ensuring that project proposals, budgets and deliverables comply with IGC rules and liaising with researchers as necessary
  - b. Monitoring the progress of projects, ensuring that deliverables are submitted and



approved, and payments are made in a timely fashion

**3. Provide support to the monitoring, evaluation, and learning (MEL) of projects, including**

- a. Reporting on impact, particularly on Logframe and Key Performance Indicators (KPIs) to funders
- b. Ensuring that relevant databases, spreadsheets and reporting forms are completed as required
- c. Providing quality assurance on MEL data capture tools

**4. Support organising Online Events**

- a. Support the IGC Research Programme and Communications teams in organising online, Zoom based events such as webinars and lecture series
- b. Work closely with relevant stakeholders on developing tailored communications plans for each event
- c. Liaise closely with event participants before, during, and after events, including managing the registration process for events
- d. Manage the Zoom application during events, including helping organise Q&A sessions creating breakout rooms, and ensuring the overall smooth running of the event.

**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.