



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 post holder.

Job title: Policy Analyst

Department/Division: 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;
- 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;
- 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;
- 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.



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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.