



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: Project Manager (Centre for Economic Transition Expertise)

Department/Institute: Grantham Research Institute on Climate Change and the Environment
Accountable to: The Executive Director (CETEx)

Job Summary

The Project Manager will coordinate and plan for delivery of the operational components of the newly established Centre for Economic Transition Expertise (CETEx). Working closely with Dr Simon Dikau and the centre's team, the role covers project managing a wide range of policy, research, engagement, publication, communication, budgeting tasks and governance activities. The variety of duties included in the role are outlined below.

Context

LSE is a world-class centre of learning, recognised for its concentration of teaching and research across the full range of the social, political and economic sciences. The Grantham Research Institute on Climate Change and the Environment (the Institute), a research centre within the LSE, brings together international expertise from a wide range of disciplines, including economics, finance, geography, the environment, international development and the political economy. This expertise enables us to produce globally recognised, policy-relevant research and analysis. The Institute has over 1000 members of staff working on research and policy, and the communications and running of the Institute, with usually 50 plus live funded research awards supporting key research streams. It also includes PhD students, visiting researchers and research associates.

The Institute has established a new Centre for Economic Transition Expertise (CETEx), focused on leveraging, strengthening and amplifying research, and developing well targeted policy analysis and other outputs, by convening policymakers, and by providing technical support, assistance and capacity-building. This new centre will support the reforms necessary to deliver sustainable, inclusive and resilient economies and financial systems across Europe.

Duties and Responsibilities

The Project Manager will work within the Institute and closely with the CETEx staff, affiliated senior researchers, policymakers, funders and other stakeholders to help deliver research projects in a coordinated way, including support for maximising impact. The post holder will:

- Enable coordination of work across research and policy projects, including liaison with the Institute and the CETEx Team, as well as the external partners and stakeholders
- Coordinate the development of all project work and grant delivery plans, by supporting the organisation and coordination of the engagement, writing and publication timeline of publications
- Support and manage the external commissioning process, contract, recruiting and personnel management in liaison with relevant Institute and LSE colleagues.



- Maintain and update documents on status of deliverables and decision points for the project teams and any -reporting to funders.
- Coordinate and manage the CETEx budgets and planning of project spending, including of commissioned external contract work.
- Support in the organising and conducting of engagement and dissemination activities with the relevant stakeholders, including central banks, supervisors, finance ministries and international organisations, coordinating dissemination activities.
- Maintaining the external stakeholder network and support relationship building and effective communication with and between colleagues working on the research project and associated external partners.

Operational management:

- Work with the CETEx team and Institute colleagues, including the Institute Manager, to help shape and implement the vision and strategy for the operational management of CETEx.
- Support the team in coordinating the overall delivery of all aspects of the centre – supporting the Senior Leadership to deliver according to the agreed vision and strategy, and coordinate management reporting processes including scheduling check-ins with team members and external stakeholders.
- Take a proactive role in structuring research coordination and regular internal and external meetings, design agendas and take minutes and note action points from meetings.

Other responsibilities may include:

Precise duties are subject to the opportunities available, the contractual obligations imposed by the external funders and with the agreement of the CETEx leadership, in accordance with established line management arrangements and commensurate with the post.

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.