



## 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: Head of Engagement**

**Department/Division: Grantham Research Institute on Climate Change and the Environment**  
**Accountable to: Policy and Communications Director**

**Job Summary:** This is a post within the Grantham Research Institute on Climate Change and the Environment, which is an internationally-recognised research centre at the London School of Economics and Political Science. We are seeking a highly-motivated professional to play a leading role in increasing the impact of the work of the Institute through increasing our communications and engagement with decision-makers in the public and private sectors, in the UK and abroad. The post-holder will lead the communications team and deliver the Institute's communications strategies. This is a strategic position that requires extensive experience of undertaking and managing a range of communications and engagement activities, and strong organisational and leadership skills.

### Duties/Responsibilities or HERA Competencies

#### These will include:

- Managing the performance and development of the small communications team, which is responsible for media relations, website and digital communications, and publications;
- Implementing the Institute's external communications strategy to help to maximise the impact of its research, policy analysis and other activities, via a range of activities including events and publications;
- Working closely with the Policy and Communications Director, the Directors of the Institute and Research Programme Leaders to identify and deliver policy and communication priorities;
- Establishing and maintaining strong stakeholder relationships over policy issues, in particular with senior public and private decision-makers (e.g. local and national government departments, business groups, Parliamentary Committees, etc), both in the UK and abroad;
- Creating and maintaining a comprehensive relationship-management database;
- Supporting and advising the Chair and senior management on strategic communications and related issues, including the contribution of communications to the achievement of organisational goals;
- Monitoring, evaluating and reporting on the effectiveness and impact of the Institute's communications and engagement activities;



- Working with research and policy analysis staff to develop policy briefs and papers, responses to inquiries and consultations, and other activities;
- Overseeing the production of publications and other outputs, including policy briefs and papers;
- Overseeing the maintenance and further development of the Institute's website and digital communications;
- Overseeing the Institute's engagement with the media;
- Working with the Institute's Policy and Communications Director and Institute's Manager to ensure communications activities are adequately resourced;
- Identifying, in consultation with Institute colleagues, potential funding sources for the Institute's activities, particularly communications and engagement;
- Advising the Institute's staff about the role of impact, engagement and communications in research projects and assisting with the preparation of applications for grants and other funding;
- Organising and overseeing training for staff on effective communications, including presentation skills for academic conferences;
- Working with relevant colleagues to deliver high-impact events, including public lectures, policy seminars and roundtable meetings;
- Devising and implementing, in consultation with other staff, a new internal communications strategy for the Institute;
- Overseeing the development and implementation of the Institute's visual identity and other aspects of its brand;
- Building strong working relationships with communications professionals in other parts of LSE, including the Press Office and External Relations Office.

#### **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.

#### **Equality and Diversity**

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

#### **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.