



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 Fellow (Executive Education)

Department/Division: LSE Cities

Accountable to: Academic Director for Mayors

Job Summary:

LSE Cities is preparing to launch a pioneering European City Leadership Programme for mayors and their teams focused on government innovation. The programme will include world class executive education delivered both virtually and in-person at sites across Europe. This essential capability-building work will be accompanied by research and field building activities, informed by mayors' real-world challenges to generate practical resources and data for city leaders.

The Policy Fellow (Executive Education) will assist the Academic Director of the Mayoral Leadership and City Teams training programme to design a cutting-edge curriculum, programme journey and individual sessions focused on helping leaders embed the organisational structures and culture for innovation capabilities to be routinised across their city halls.

Duties and Responsibilities

- Contribute to the intellectual shape and design of the Mayors' and City Teams' curriculum.
- Initiate and develop links with contacts and networks inside and outside the LSE including those in higher educational institutions, policy networks, philanthropy, charities, and professional organisations to actively foster collaboration in co-designing the curriculum.
- Develop up to five annual teaching cases focused on the ways European City governments have embedded government innovation in their work
- Develop individual training sessions focused on key government innovation activities such as citizen engagement, analysis, collaboration, experimentation, and scaling.
- Produce research-based and policy relevant outputs of high quality, including policy briefs, working papers, presentations, blogs, and course modules on government innovation.
- Conduct engagement activities to actively build networks by presenting at conferences, seminars, public lectures and workshops
- Attend and participate in centre/ department meetings and contribute to intellectual life of unit.
- Assist in the delivery of the training sessions both in London and across Europe



- Represent LSE Cities at conferences speaking engagements and other mediums and networking opportunities as required.

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.

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](#)