



## 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 Economist (Tax for Growth Initiative)

**Department/Division:** International Growth Centre **Accountable to:** Head of Tax for Growth Initiative

### Job Summary

Based at the London School of Economics and Political Science and in partnership with the University of Oxford, the International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. Through an innovative model, the IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Established in 2008, the IGC is currently majority funded by the UK Foreign, Commonwealth and Development Office.

### IGC's Tax for Growth (T4G) initiative

Tax for Growth is an initiative of the International Growth Centre that supports tax administrators and policymakers in developing countries with evidence-based research and data-driven solutions to develop effective approaches to make taxation work for development. The initiative uses a collaborative and demand driven approach to address priorities and help alleviate the constraints faced by policy partners.

### Duties and Responsibilities

#### 1) Support the development of the Tax for Growth initiative:

Work with the Head of Tax for Growth to develop a strategy and nurture a network of researchers, practitioners, tax administrators and policy makers, and other relevant stakeholders to support increased evidence-based policy making under the taxation theme.

Key activities include:

- Become an expert in the IGC's research findings and the policy issues faced by countries in the area of taxation and development. Facilitate the sharing of research and policy findings on taxation and development across the IGC network, thereby supporting cross-country learning, working closely with the MEL team.
- Build relationships with IGC researchers in the area, facilitating their engagements with national, regional and global policy communities to maximise the policy impact of IGC research. Work with the Head of Tax for Growth to develop a roster of academics, policymakers and practitioners, ensuring diversity in the network, to support various IGC programmes under the theme of taxation and development.
- Support IGC country programmes on their taxation related priorities and agenda, writing demand-led outputs for specific country programmes. Participate in thematically focused country strategic meetings.



- Facilitate the development of research projects to address country demands and priorities, including identifying relevant researchers.

## 2) Support on data analysis and research

- Draft policy briefs, case studies, presentations, and other written outputs that communicate evidence and data on taxation in a clear and concise manner.
- Undertake literature reviews, both independently and in conjunction with researchers on Tax for Growth's sub thematic areas: Tax Enforcement, Compliance and Domestic Resource Mobilization, Taxation and State-building, Taxation, Equity and Redistribution, Admin Data and Experimentation.
- Participate in writing blogs for the Tax for Growth Initiative.
- Contributing to research outputs through preparation of data visualisation.

## 3) Drive thematic programme management:

- Review projects commissioned under the taxation and development theme, in particular projects from the Small Project Facility commissioning mechanism. Make suggestions to improve the scope or design of some of these projects.
- Ensure the quality of the data associated with these projects in SPEAR.
- Review project outputs commissioned under the tax theme.

## 4) Grant management and reporting:

- Work with IGC MEL, Finance and Contracts to ensure the effective management of the programme and budgets.
- Support on grant reporting.

## 5) Communication

- Identify opportunities for analytical support to policy and coordinate the dissemination of research outcomes, working with IGC country teams and the IGC Hub.
- Organising dissemination of research outputs on the IGC website, events and online dissemination, both with support from the IGC Hub.
- Responsible for the timely and accurate circulation of Tax for Growth newsletters between various IGC teams, groups and individuals, both internal and external.

## 6) Teamwork and motivation

- Provision of support, assistance, and cover to other members of the team.
- Be an active member of the Tax for Growth team and the IGC helping out with the range of departmental activities.

## 7) Liaison and Networking

- Liaison with a broad range of IGC teams, researchers and policy makers.
- Develop contacts through regular meetings with IGC teams, researchers and policy makers.

## 8) Planning and organising resources

- Organise conferences, events and topic-specific workshops for researchers, practitioners and policymakers that facilitate discussion and dissemination of evidence. Promoting IGC research in different occasions, including at international events.
- Assistance in logistics of organising surveys and other primary data collection (e.g. setting up interviews, collecting information from organisations)



### **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.