



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 (TPI Global Climate Transition Centre)

Ref no.:

Department/Division: Grantham Research Institute on Climate Change and the Environment (GRI)

Accountable to: Deputy Director of TPI Global Climate Transition Centre

Job Summary

The Project Manager will coordinate and plan for delivery of the operational components of the Transition Pathway Initiative (TPI) Global Climate Transition Centre's work. Working closely with the TPI Centre's Deputy Director and Research Director the role covers a wide range of project management, delivery, communication, and governance activities. The post holder will liaise regularly with the Grantham Research Institute administration to ensure activities are in synch with Grantham Institute and LSE policies, practices, and procedures.

This role will support the TPI Global Climate Transition Centre in the effective delivery of its research offering to investors, and investor networks. This support includes the management of day-to-day operational items such as communications to funders, coordination of operational and Board meetings, drafting meeting agenda, preparing Board papers, writing Minutes and managing action points arising. Dissemination of information to both external and internal parties is an important part of the role, as well as being first point of contact for research and operational queries coming into the Centre. The project manager will also assist the TPI Centre's Research Director with the development and administrative management of the Technical Advisory Board and work alongside the Deputy Director and Executive Director to coordinate and help set up the Commercialisation Committee at the TPI Centre.

Liaising with the TPI Centre's Deputy Director, colleagues in the Grantham Research Institute, or wider LSE as appropriate, the post holder will act as a connecting point for TPI Centre activities to the wider LSE context and provide a variety of TPI Research operational activity support such as support for hiring and inducting new staff, management of budgets and sub-contracts and effective management of TPI Centre records and activities.

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 GRI, 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. GRI has over 65 members of staff working on research and policy, and the communications and running of the Institute, with usually 30-40 live funded research awards supporting key research streams. GRI also includes PhD students, visiting researchers and research associates.

The Global Climate Transition Centre, based within the Grantham Institute is committed to providing the



highest quality research for investors. The Centre acts as an independent source of research and data to asset owners, asset managers, and institutional investors. The TPI Centre's research aims to support progress of the financial and corporate world in transitioning to a low carbon economy.

Duties and Responsibilities

The Project Manager will work closely with the Centre's Deputy Director to help deliver the Centre's objectives, and support day-to-day operational management in a coordinated way. The post holder will provide the following support:

Activities relating to Centre, administration and project management may include:

- Ownership of the Centre's email inbox, answering queries on Centre's use of data, research outputs, potential partnerships and other related items.
- Direct queries where required to relevant policy analysts based on sector coverage.
- Own the process for managing quarterly Advisory Board, Management Committee, Commercialisation Committee and Technical Advisory Board meetings. This will include preparing relevant materials, setting up meetings, and disseminating relevant materials to senior management and external funders.
- Prepare presentations in PowerPoint or Canva for use in Board meetings, for external funders, and internal use.
- Assist and/or co-ordinate policy-relevant outputs to external audiences, including but not restricted to policy briefs, working papers, presentations, or blogs, in a timely manner.
- Support relationship building and effective communication with and between investor networks and senior management.
- Coordinating training sessions for the research team.
- Ensure compliance with LSE management policies, procedures and systems, including ethical issues associated with collection of data and field work.
- Provide secretariat services to the TPI Centre Director, Research Director and Deputy Director, and help ensure effective communication with the TPI Centre's management and other research partners.
- A proactive role in structuring coordination and regular internal and external meetings, design agendas and take minutes and note action points from meetings.

Reporting and financial management

- Support the TPI Centre Deputy Director and Grantham Research Institute Manager with effective financial management of research project budget use at LSE, including preparing any budgeted work plans.
- Help develop/maintain internal record keeping systems.

Other responsibilities may include:

Precise duties are subject to the opportunities available, the contractual obligations imposed by funders and with the agreement of the TPI Centre Deputy Director, Director and/or Research Director, 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.