THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

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: Programme Manager, Economic Analysis for Green and Resilient Transitions

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Institute Manager (with dotted line reporting to Programme Director)

Job Summary

Ministries of Finance play a critical role in making green and resilient transitions a reality given their influence on budgets, investment strategies, and economic policy making. GRI coordinates the Coalition of Finance Ministers for Climate Action's "Economic Analysis for Green and Resilient Transitions initiative" led by the Danish Ministry of Finance and over 20 Finance Ministries. The initiative is designed to help Ministries of Finance boost their analytical capacity to address the daunting climate policy questions they face. These questions range from assessing policies and funding options to designing fiscal and economic frameworks that promote green industry growth and build resilience to climate-related shocks. It will include establishing at least four new programmes with Finance Ministries in a range of developing countries.

The Project Manager is the programme's key operational role, providing the coordination and oversight needed to deliver a complex international initiative involving multiple partners. Working closely with the Programme Director and wider team, the post-holder will create the structures and ways of working that enable partners to collaborate effectively and keep delivery on track. The role brings together responsibility for programme planning and coordination, financial and contractual oversight, compliance and governance, and stakeholder engagement. Through clear processes, reliable information and effective follow-up, the Project Manager will support sound decision-making, manage operational risks and help ensure that the programme meets its commitments to funders, partners and other stakeholders.

This is a key role for the programme delivery, requiring exceptional organisational skills, judgment, and the ability to work confidently with senior academics, funders, policymakers, and international partners. This post will be within the Stern team on international climate action and finance at the Institute, as part of its work with the Coalition of Finance Ministers for Climate Action and other economic decision-makers.

Duties and Responsibilities

Programme Coordination and Delivery

- Support the successful delivery of the initiative, ensuring activities are carried out on time, within scope, and to a high standard.
- Develop and maintain practical tools for planning, tracking progress and following up actions; effectively coordinate project work packages and their interdependencies.

- Maintain and update documents on project status, deliverables, and decision points, supporting internal management and funder reporting.
- Manage project reporting across multiple partner organisations, including a range of organisations in developing countries with varying capacities.
- Identify, design and implement process improvements to support efficient and consistent ways of working.
- Assist the Programme Director in managing project resources.

Finance, Contracts and Compliance

- Manage the Initiatives budget, including expenditure tracking, forecasts and regular financial reporting in line with funder requirements.
- Oversee contracting and due diligence with international and local partners, suppliers and consultants.
- Lead on the annual project audit, including the procurement process.
- Work with the Grantham Research Institute Manager, finance teams and other LSE administrative teams to ensure compliance with LSE and funder policies and to maintain effective governance and financial oversight.
- Be aware of and work within legal requirements with reference to Data Protection, Freedom of Information and other pertinent legislation.

Operational Management and Governance

- Coordinate internal management processes, including scheduling meetings, preparing agendas, taking minutes and tracking action points.
- Set-up and maintain the programme risk register.
- Contribute to continuous improvement of operational systems and procedures to enhance efficiency and impact.

Engagement, Events and Communications

- Coordinate engagement with funders, partners and other stakeholders, including organising regular grant management meetings.
- Support the initiatives communications and events.
- Prepare reports, presentations and materials for internal and external audiences.

Precise duties are subject to the opportunities available, the contractual obligations imposed by the external funding agency, and with the agreement of the Programme 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.

Free Speech
The Code of Practice on Free Speech outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative

requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.

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.