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 Country Programmes and Senior Policy Fellow

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Global Programme Director and Distinguished Policy Fellow

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.

This new senior role will establish major new country programmes with Ministries of Finance in at least 4 developing countries to help them build their analytical capacity and wider domestic analytical ecosystem to address the most pressing questions they face, combined with lighter touch support to several other Ministries of Finance. This will complement work by the initiative at the regional and international levels. Key responsibilities will include leading programme design and implementation, including ensuring successful peer-to-peer engagements, national ecosystem convenings, and implementation of a roadmap to bolster analytical capacity in each country.

This post will be within the Stern team on international climate action and finance at the Grantham Research Institute on Climate Change and the Environment, as part of its work with the Coalition of Finance Ministers for Climate Action and other economic decision-makers. The post will complement a wider range of related activities to support the role of finance ministries in driving climate action, building on the Institute's work in coordinating the flagship guide to climate action for the Coalition of Finance Ministers for Climate Action.

Duties and Responsibilities

Management and leadership of projects

- Establish major new country programmes in at least 4 developing countries anchored by a Partner Ministry of Finance and a local institution (s), with lighter touch support to several other Ministries of Finance. This will include finalising country selection based on well-defined criteria and the programmes drivers of change.

- For each country programme, key **operational responsibilities** will include leading programme design and engagement with key stakeholders, establishing a lead domestic institution to anchor the programme, recruiting country coordinators, and overseeing grant making, programme implementation, and monitoring results (including establishing an impact tracking system).

- For each country programme, key **technical responsibilities** - in partnership with other team members, the country anchor institution, and project manager - will consist of arranging:

    - Structured peer-to-peer engagements involving Coalition member Ministries of Finance and institutional partners to strengthen senior-level buy-in, clarify priority analytical questions, and build technical understanding of how climate-related economic analysis can inform fiscal, economic, and investment decisions.
    - National ecosystem convenings with Partner Country Ministries of Finance and relevant government, data, research, and technical institutions to identify priority analytical needs, clarify the role of national partners, and build shared ownership of capability-building priorities within and beyond government.
    - Supporting each Partner Country Ministry of Finance, in close partnership with its national analytical ecosystem, to produce a country assessment and roadmap setting out the Ministry's priority climate policy questions, analytical capability gaps, the institutions that need to be involved and supported, and the practical steps needed to strengthen analytical capabilities, inform policymaking, and catalyse longer-term support.
    - Partner Country Ministries of Finance and their national analytical ecosystems begin to implement priority actions from the country roadmap, including by facilitating connections with the the broader climate finance ecosystem.

- *Other key responsibilities relevant to the country and wider programme will include:*

    - Developing and implementing a strategy for synergies between the country programme, and the regional and global pillars of the programme, including the Global Forum on the Macroeconomics of Green and Resilient Transitions.
    - Presenting at national and international meetings, seminars and workshops
    - Contributing to the formulation and delivery of the Institute's policy analysis strategy, in collaboration with colleagues.
    - Working with the Institute's communications team to enhance the impact of outputs and activities.
    - Support to the Programme Director and Global Coalition lead in preparing agenda's and materials for Steering Group, advisory group, and other Coalition meetings.
    - Providing overall strategic and operational guidance to the Global Programme Director.

Knowledge engagement, impact, user-focused and policy-oriented work

- Conducting rigorous, research-based, user-focused and policy-oriented analysis and outputs of very high quality, which may or may not be published in academic outlets, including but not restricted to policy briefs, working papers, presentations or blogs, in a timely manner which contribute to the overall research programme of the Centre.

- Conducting engagement activities at all levels, such as providing expert opinion and commentary to external audiences and bodies, including building networks, giving invited presentations to national and international conferences, seminars and workshops, and making

submissions to public inquiries or evidence sessions, to ensure that research outputs have demonstrable impact and inform the public debate.

- Impacting on non-academic users, for example informing and influencing policy making or public debate.
- Leading and contributing to the organisation of engagement activities with policy audiences in the public and private sectors, nationally and internationally.
- Contributing to and leading others to contribute to the intellectual shape and design of the research programme by identifying topical, policy-relevant research questions and effective engagement and impact activities and opportunities.
- Leading fund raising for the country programme to grow its footprint over time.
- Building a strong wider network of relationships among finance and economic policy ministries, international financial institutions, research and academic organisations to help support the country programmes.
- Training and supervising the work of more junior colleagues including policy fellows.

The role will also include:

Activities relating to Centre /School management and administration may include:

- Fostering collegiality and fulfilling responsibilities as set out by the Centre Director
- Attending and participating in Centre meetings and contributing towards the intellectual life of the unit
- Mentoring and appraising junior research staff and policy fellows and providing advice on their career development
- Support and, where appropriate, lead on centre recruitment activity of staff, including membership of relevant search committees
- Behaving and acting in a way that is consistent with the purpose and principles of the Institute, and the values and aims of the LSE.
- Contributing to the activities of other parts of the LSE, including through the participation in networks of staff engaged in policy analysis and engagement.

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.

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

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.