

JOB DESCRIPTION

Job Title: Team Manager, Centre for Metrics

Line Manager: Stephen Brien (Senior Fellow)

Team/department: Prosperity Index

CONTEXT

The Legatum Institute is creating a world-class Centre for Metrics – providing clear, accurate metrics that enable leaders to make clear, accurate decisions. The Legatum Prosperity Index[™] already provides world-leading analysis of how global prosperity is forming and changing. The Social Metrics Commission exists to bring authoritative measurement to some of Britain's most acute social problems. In time, other initiatives will be added to compliment these.

PURPOSE

In order to strengthen the operation of the Centre for Metrics, the Legatum Institute is seeking to appoint a team manager. The post-holder will be responsible for the effective management and operations of the Centre for Metrics team, which exists to enable authoring of the Legatum Institute Prosperity Index publications and to enable the Legatum Institute to effectively engage with the public/media, policy makers and thought-leaders.

The post-holder will ensure that team objectives are successfully delivered across multiple work-streams by orchestrating the activities of up to seven research analysts, policy analysts and data specialists.

ACCOUNTABILITIES

- Management of the Centre for Metrics team, including recruitment, performance management and talent management activities.
 - Alongside Legatum Institute's leadership team, define and detail the objectives of the Centre for Metrics team, including milestones and required work activities.
 - Structure the work activities of the team and of individuals so as to ensure the successful and timely delivery of the agreed objectives.
 - Ongoing project management, including stakeholder communications; tracking of timelines, progress and activity backlog; assessment of impact; and driving of delivery.
 - Review of the team's work-product for accuracy and quality control.
 - Leading of communications both internally and externally.
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PERSON SPECIFICATION

Experience & Knowledge:

- Extensive experience (5+ years) in a similar team management role, ideally focused on a quantitative, analytics or insight -orientated work product
- Deep quantitative and analytical experience; fluent with data and comfortable with numerical concepts
- Familiar with public policy and economics
- Experience in the use of Kanban or other agile project management techniques
- Experience in the use of data and exploratory analysis to develop compelling fact-based written narratives
- A strong awareness of the need for accuracy, quality control and process control.

Skills:

- Highly proficient in project management across several work-streams, to deliver the Institute's objectives
- Excellent in team management; able to define, prioritise and review individual workloads to ensure that the intended work product is met to a high standard
- Team leadership; a capacity to motivate and inspire the team via a shared vision and the celebration of collective success
- Strong written and verbal communications, able to present problem statements, concepts and conclusions to a variety of internal and external stakeholders
- Strong data and analytical skills, ideally rooted in a quantitative degree or field
- Excellent IT skills – Excel, Word, PowerPoint.

Personal Attributes:

- Highly self-motivated, with a positive and proactive 'can do' attitude
- Professional and establishes rapport easily
- Good judgment about when to use initiative and when to consult
- Tenacious and resilient; able to propel the team's activity forward and share in collective success
- Humility, willingness to serve others, a team player.

TO APPLY

If you believe that you meet the criteria for this role, please send a short covering letter explaining why along with your CV to jobs@li.com

Salary: competitive, dependent on experience

Applications close: 30th November 2017
