

JOB DESCRIPTION

Job Title:	Policy Analyst
Line Manager:	Director of Policy
Team/department:	Effective Government

THE INSTITUTE

The Legatum Institute is a London-based think-tank with a global vision: to see all people lifted out of poverty. Our mission is to create the pathways from poverty to prosperity, by fostering Open Economies, Inclusive Societies and Empowered People.

PURPOSE

The principal purpose of the role is to contribute to the Legatum Institute's Effective Government programme, whose objectives are to examine whether devolution, achieved through subsidiarity, can create a more participatory and efficient system of government, and to initiate a broader debate on the role of subsidiarity in the UK.

Working with Gisela Stuart, who chairs the programme, and Stephen Brien, Director of Policy at the Legatum Institute, the post holder will act as the primary domestic researcher to the project, and work alongside the international research component of the programme.

ACCOUNTABILITIES

Project management and delivery

- Drive the project objectives for the Effective Government programme
- Manage UK-specific policy deep dives, by establishing working groups and liaising with a wider network of policy experts
- Examine and analyse the issues associated with specific policy areas in the UK, in conjunction with Gisela Stuart and working group members

Research and writing

- Develop and implement the Effective Government UK research plan
- Produce reports on the findings of policy working groups
- Oversee external research contributions to the programme
- Write and edit high quality research papers

Communications

- Work with colleagues in Communications to agree communication/dissemination plan for outputs from the programme and contribute to communications drafting (e.g. publications, web text, ops eds, or articles) that summarise key messages at every stage of the project

Event management

- Work with the Events team on report launches and other Effective Government events

General

- Act as the key point of contact for the Effective Government programme
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KEY WORKING RELATIONSHIPS

Internal: Programme Chair, Policy Director, existing programme researchers, Comms Director

External: Programme sponsor, external consultants, working group members, future policy group members

PERSON SPECIFICATION

Experience & Knowledge

- Strong professional track record
- A proven background in producing high quality research and writing
- Strong understanding of UK political and government structures
- Experience of primary research using academic journals
- Experience of planning and organising a multifaceted project
- Knowledge of the Microsoft Office productivity suite, including PowerPoint and Word

Skills

- Good written and verbal communication skills
- Strong analytical experience
- Proven ability to write for an academic audience as well as for national media
- Strong capabilities in both qualitative and quantitative research
- Process management skills
- Self-motivation and initiative, with a capacity to achieve high quality outcomes at pace

Personal Attributes

- Has a positive approach, optimism, and hope for the future
- Warm-hearted towards others, willing to help, and generous of time and knowledge

- Holds oneself and others accountable, committed to doing the right thing
 - Has vision and desire to create value for the long term – willing to be flexible and take risks
 - Self-motivated and able to drive activity forward
 - Eager to learn and easy to coach, seeking-out and considering the opinions of others
 - Good judgement about when to use initiative and when to consult
 - A hard worker who sets ambitious goals and perseveres to achieve them
 - Consistently performs at a high level, pays attention to detail
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GENERAL RESPONSIBILITIES

The post holder should undertake such other duties within the scope of the post as may be reasonably requested by their manager.

This job description reflects the main responsibilities of the post. From time to time there may be some changes in the emphasis to the duties or tasks without altering their general character or the level of responsibility. Should significant changes to the job description become necessary, the postholder will be consulted and the changes reflected in a revised job description.
