

JOB DESCRIPTION

Job Title:	Director, Centre for Metrics
Line Manager:	Director of Policy
Department:	Policy

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. One of the ways we do this is through our Centre for Metrics, which provides clear, accurate metrics to enable leaders to make clear, accurate public policy decisions.

PURPOSE

We are looking for a proactive team player with expertise in data analysis, an interest in socio-economic issues, and proven team leadership ability who will be responsible for the effective management and operations of the Centre for Metrics team.

ACCOUNTABILITIES

Project management and delivery

- Ensure the effective management and operations of the Centre for Metrics team to enable the Legatum Institute to effectively engage with the public, media, policy makers and thought-leaders.
- Ensure that team objectives are successfully delivered across multiple work-streams by orchestrating the activities of up to several research analysts, policy analysts and data specialists.
- Recruitment and talent management activities as well as performance management including review of the team's work-product for accuracy, quality control and process control.
- 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.

Research and writing

- To be the lead writer responsible for the global Prosperity Index and other signature reports produced by the Centre for Metrics.
- Working to the Director of Policy, undertake research into the drivers and restrainers of national prosperity.
- The ability to draft compelling narratives that are both rich in data and accessible to a wide audience.

Communications

- Leading of communications both internally and externally, including the presentation of Prosperity Index publications and findings.
- Working with the LI communications team as necessary 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.

KEY WORKING RELATIONSHIPS

Internal: CEO, Policy Director, Communications Director, Centre for Metrics wider team

External: Key stakeholders and academics

SPECIFIC MANAGEMENT RESPONSIBILITIES (omit if not relevant)

Direct reports: Responsible for a team of analysts

PERSON SPECIFICATION

Experience and Knowledge

- Proven background in a similar team management role, ideally focused upon a quantitative, analytics or insight-orientated work product and a proficiency in project management across several work-streams.
- Ability to analyse and communicate social and economic policy issues.
- A proven background in producing high quality research and writing.
- Deep quantitative and analytical experience; strong data and analytical skills, ideally rooted in a quantitative degree or field and experience in using this analysis to develop compelling fact-based written narratives.
- Strong professional track record.
- Experience in senior stakeholder management
- Excellent IT skills with knowledge of typical data analysis tools (Python, R, SQL, Stata and SPSS)
- Knowledge of the Microsoft office productivity suite, including PowerPoint, Excel and Word

Skills

- A strong awareness of the need for accuracy, quality control, process control and good judgment about when to use initiative and when to consult.
- Excellent team management skills; able to define, prioritise and review individual workloads to ensure that the intended work product is met to a high standard.
- Strong written and verbal communications, able to present problem statements, concepts and conclusions to a variety of internal and external stakeholders including experts and policy-makers.
- 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

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 post holder will be consulted and the changes reflected in a revised job description.
