

## **DIRECTOR, 3ie Synthesis and Reviews Office**

### **Job description**

#### **1. Background**

The International Initiative for Impact Evaluation (3ie) seeks a candidate to serve as the Director, Head of the London Office for the International Initiative for Impact Evaluation (3ie), with responsibility for managing 3ie's London office, external representation of 3ie globally and senior management responsibilities for helping to build and manage 3ie.

The International Initiative for Impact Evaluation (3ie) champions evidence-informed development policies and programmes. We are the global leader in funding, producing and synthesising high-quality impact evaluation and systematic review evidence of what works, for whom, why and at what cost. We also provide quality assurance and other technical services that help build strong evaluation systems and capacities to use evidence. We believe that high-quality and policy-relevant evidence, coupled with continuous engagement with potential commissioners and users of the evidence, will help make development more effective and improve people's lives.

3ie has offices in New Delhi, London and Washington D.C. This position will be based in 3ie's London office.

Additional information about 3ie is available on the 3ie website: [www.3ieimpact.org](http://www.3ieimpact.org).

#### **2. Job Description**

The Head of the synthesis and reviews offices reports to the Executive Director

##### **Core functions**

The successful candidate will head 3ie's London Office and oversee the work of the synthesis and reviews team. She or he will be responsible for ensuring the smooth running of the London office on a day-to-day basis, including managing the relationship with the host institutions, the London International Development Centre (LIDC) and London School of Hygiene and Tropical Medicine (LSHTM). S/he will also be a member of the senior management team of 3ie (along with the executive director, the director of the evaluation office and global director for innovation and country engagement, the director of the policy, advocacy and communication office, the director of the finance and administration office and the director of the Washington office).

The position includes these specific functions:

- Membership of 3ie's senior management team (SMT), and so participating and contributing to defining 3ie's strategic direction and operation, reporting to the 3ie Board of Commissioners and members, representing 3ie externally and coordinating cross-office work.
- Management of 3ie's London office, supervising and appraising the activities of all London staff through performance and development reviews. London staff will increasingly be involved in work that falls under the purview of other Directors, such as primary studies, and will hence entail a matrix-type of management.
- Accountable for the management and delivery of 3ie's work being led in the London Office, with a particular focus on systematic reviews (SRs) and evidence gap maps (EGMs), as well as for providing technical leadership for the production and quality assurance of SRs and EGM across offices.
- Playing a regular and significant role representing 3ie's work to key funders and development sector actors in the UK and Europe to contribute to advocating for 3ie, building and maintaining key relationships with funders and other key development sector actors in the region.
- Lead or contribute regularly to business development, including writing and contributing to proposals and bids for evidence programmes, projects and professional services.
- Working in matrix with other directors on strengthening and innovating 3ie's programme of work and the management of it.
- Formulating annual workplans for the office and contributing to 3ie internal reporting systems
- Managing the relationship between 3ie and LIDC/LSHTM
- Ensuring the successful delivery of 3ie events based in London (the 3ie/LIDC seminar series, the board meetings and the 3ie London evidence week, workshops with 3ie grantees and other seminars and conferences) and contributing to 3ie events based elsewhere.
- Supervise and contribute to the effective management of the Campbell International Development Coordinating Group, for which 3ie is the secretariat.
- Contributing to or leading on innovations in the systematic review and evidence gap map field, as well as on methods papers on evaluation and synthesis

The position is available from 1 July 2018, and is a three (3) year appointment with the possibility of renewal.

### 3. Key Desirable Attributes

#### 1. *Technical leadership in 3ie's synthesis work*

- Provision of technical support and quality assurance to the production of 3ie systematic reviews, evidence maps and other products, programmes and services
- Timely peer review, quality assurance and completion of work commissioned by 3ie or conducted in-house
- Production of methods papers on evidence reviews or mapping and contributions to raise the technical quality of 3ie work in an integrated way across all offices.
- Lead or contribute to innovations in 3ie's systematic, mapping and synthesising evidence work
- Advanced skills and experience in reviewing research, evaluation and/or synthesis research and reporting to ensure technical and editorial quality

#### 2. *Leadership as part of 3ie's Senior Management*

- Effective contribution to strategic discussions on 3ie's institutional directions at strategic management meetings and 3ie board meetings
- Contributions to 3ie strategic, policy, operational and other institutional documents defining the strategic goals and overall management of 3ie

#### 3. *Effective managerial skills*

- Effective teamwork with other directors and staff across other offices to develop the capacity to produce and use high-quality evidence to inform policymaking and programming in international development.
- Effective management of staff in the London Office, including professional development, annual appraisals, on-time and quality programme, project and service delivery and for meeting strategic performance indicators.

#### 4. *Ability to contribute to the financial sustainability of the organisation.* Regular active engagement with donors and members of 3ie to expand funding opportunities

- Active relationship development and maintenance with key current and new members across regions, donors and stakeholders, particularly those with a strong presence in the UK.
- Regular preparation and submission of funding proposals

#### 5. *External representation of 3ie*

- Excellent presentation and communication skills
- Active participation in major conferences and workshops
- Effective organization of courses, workshops and other events promoting 3ie

## **SALARY AND CONDITIONS OF APPOINTMENT**

The position is for three years in the first instance and is renewable based on review. The salary range will be on 3ie's host, LSHTM's Professional Support Pathway scale grade 8, currently £54,386 - £69,758 per annum inclusive. The post will be subject to the LSHTM terms and conditions of service.

## **ASYLUM AND IMMIGRATION STATEMENT**

LSHTM will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. However, candidates who require sponsorship cannot be appointed if a suitably qualified, experienced and skilled EEA applicant is appointable, due to the UK Visas and Immigration requirements. For further information on this please visit the UK Visas & Immigration website.

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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**POST:** Director (Head of Synthesis and Reviews Office)

**DIVISION/DEPT:** LIDC – 3ie

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Tested by\* A = Application; I = Interview; P = Presentation; T = Test

1. Qualifications	Essential (E)/ Desirable (D)	Tested by*
1.1 A graduate degree (Ph.D desired but not required) in an appropriate discipline.	E	A

  

2. Knowledge and Experience	Essential (E)/ Desirable (D)	Tested by*
2.1 <u>Management Experience</u> : candidate will have substantial experience in leading teams and/or large research and evaluation studies.	E	A, I
2.2 <u>Project and grant management experience</u> : the candidate will have substantial experience in either, or both, grant and project management in development agencies, including budget preparation and management.	E	A, I
2.3 <u>New business development experience</u> : candidate will have proven experience in developing new business and raising funding. Related skills and experience with active networking, relationship building, communication, outreach and negotiation are also desirable.	E	A, I
2.4 <u>Policy and programme Experience</u> : candidate to have experience in developing or implementing development policymaking and implementing development programming in one or more countries, or to have worked closely with development policymakers in providing advice. Related skills and experience for negotiating, advocacy, communications and outreach are also desirable	D	A, I

<b>2. Knowledge and Experience</b>	<b>Essential (E)/ Desirable (D)</b>	<b>Tested by*</b>
2.5 <u>International Experience</u> : candidate will have skills and experience in different cultural contexts, to have worked in different developing countries, and to up-to-date with development issues in low- and middle-income countries that are relevant to 3ie's work	E	A, I
2.6 <u>Technical Experience</u> : 3ie seeks knowledge of and experience with the designing and/or conducting impact evaluations, systematic reviews, evidence synthesis and evidence mapping.	E	A, I

<b>3. Skills and Abilities</b>	<b>Essential (E)/ Desirable (D)</b>	<b>Tested by*</b>
3.1 <u>Technical knowledge and communication skills</u> : The successful candidate will have a reputation for integrity, credibility, technical knowledge of evaluation and research synthesis, and effective communication.	E	A, I
3.2 <u>People Management and Teamwork Skills</u> : Being committed to collaborative team working in management and programme work; being transparent, communicative, fair and approachable are essential;	E	A. I