

JOB DESCRIPTION

Job Title: Policy Research Officer	
Department/Division/Unit: Global Panel on Agriculture and Food Systems for Nutrition	
Faculty/Professional Service: London International Development Centre (LIDC)	
Location: 36 Gordon Square, London, WC1Y 0PD	
Reports to: Foresight Project Manager	
Responsible for: N/A	
Full Time/Part Time/Casual: Full-time	Hours <i>(if less than full time):</i>
Grade: 5	
<p>Overall Purpose of the job</p> <p>Launched at the Nutrition for Growth event on 8 June 2013 in London, the Global Panel on Agriculture and Food Systems for Nutrition is an independent group of influential experts advising decision-makers, particularly governments, on generating nutrition-enhancing agricultural and food policy and investment in low- and middle-income countries. The 11-member Panel is co-chaired by Professor Sir John Beddington and His Excellency John Kufuor.</p> <p>The Global Panel is supported by a Secretariat, based at the London International Development Centre (LIDC) and activities are co-funded by the Bill & Melinda Gates Foundation and the Department for International Development (DFID).</p> <p>The Global Panel works to ensure that agriculture and food systems support access to nutritious foods at every stage of life. The Global Panel regard improving nutrition as a global challenge, but one with a particular urgency for low- and middle-income countries where poor diets cause both undernutrition and a growing burden of diet-related Non-Communicable Diseases (NCDs). To address this challenge, the aims of the Panel consolidate evidence and experience, catalyse research, and promote evidence-based policies for agriculture and food systems that will improve nutrition.</p> <p>The Global Panel Secretariat's Policy Research Officer will work closely with the Foresight Project Manager, undertaking research and research co-ordination activities related to the Global Panel's policy briefs, workshop papers and the delivery of the Global Panel's new Foresight 2.0 project on healthy diets. The focus of the work will be the collation, evaluation and synthesis of the evidence base, although the work will also involve flexibility, versatility and contribution to the other activities undertaken by the Secretariat team.</p>	

Principal Duties and Responsibilities

Communications

- To contribute written content for tailored outputs such as policy and technical briefs, draft reports, background papers, and the Foresight 2.0 report, in order to provide a robust evidence base for the Panel to promote its Panel's key messages.
- To communicate via email, telephone and face-to-face with a range of senior stakeholders and experts in a highly international environment, including the Global Panel Technical Adviser, consultants and academics producing data and analysis for Global Panel outputs.
- To fully respond to queries on reports and products from academics and experts working in the nutrition / food systems / health fields as well as the public (including the media) to ensure continuing interest in the Global Panel's reports to help promote engagement on the need for better diets, particularly in low- and middle-income countries.
- To collaborate on a regular basis with the Global Panel Communications Officer on all aspects of communication of tailored materials and outputs. The post holder must be able to accurately communicate complex data and analyses to the Global Panel Communications Officer, in a way that is appropriate for website content, social media followers and colleagues, and to review updates for technical accuracy.

Teamwork and Motivation

- To regularly participate in and provide weekly updates on policy briefs and Foresight activities in Global Panel team meetings.
- To work with the Foresight Project Manager, Global Panel Technical Adviser, Director, Deputy Director and other senior staff on scientific and policy aspects of tailored materials and country specific briefs., and Foresight work. This involves making written contributions to drafts, editing, checking final versions and creating innovative ways to present this evidence to policy makers, private sector people, NGOs and research institutions.
- To provide regular and ongoing technical support to external consultants and experts contributing to or otherwise assisting with Global Panel reports, and other analysis as required.
- To ensure the Secretariat team are updated on relevant documents produced by other agencies within the field of agriculture, food systems and nutrition, through email and weekly meetings.

Liaison and Networking

- To be part of formal international research networks on behalf of the Global Panel such as the Food Educators (FEDS) group of the Food Agriculture Organization (FAO), Ag2Nut and the FAO working group on the implementation of food-based dietary guidelines (FBDGs) and keeping the Secretariat informed accordingly.
- To maintain effective relations with colleagues in the Secretariat, at LIDC, and representatives and members of the Global Panel to contribute to the overall success of in-country events and workshops and to the Global Panel's engagement strategy.
- To foster positive relationships with external consultants and organisations, such as FAO, AGRA (Alliance for a Green Revolution in Africa) and PHFI (Public Health Foundation of India) to collaborate on outputs and events, including country specific briefs, tailored materials, and high-level meetings and workshops by having regular meetings with the Secretariat and partners, sharing materials and publications and engaging effectively during the whole process.

Service Delivery

- To work with the Foresight Project Manager, Global Panel Director and Deputy Director and consultants to support the commissioning and delivery of high quality outputs such as policy briefs, Foresight analysis, country briefs and workshop outputs.
- To fact check and proofread tailored materials and country briefs for accuracy and consistency.
- To identify potentially relevant empirical and theoretical research, policy evidence, and lessons learned from activities in agriculture and food systems for improved nutrition in low- and middle-income countries.
- To develop summaries and minutes from discussions on Foresight 2.0 activity

<ul style="list-style-type: none"> • To build a strong network of information sources and researchers in order to quickly identify new developments and anticipate research and changing policy opportunities and needs. • To proactively provide data and information on Panel reports and products to the Director, Deputy Director, external consultants and Communications Officer.
<p>Decision Making</p> <ul style="list-style-type: none"> • To propose what collected and analysed data should be presented in report tailored materials, workshop outputs and briefs specifications for contractors. • To make independent decisions on what research to carry out on a day-to-day basis. • To work with the Foresight Project Manager, external consultants and the Technical Adviser to help define the scope of policy and technical briefs, Foresight analysis, and country background papers. • To provide technical assistance to the Foresight Manager, Global Panel Director and Deputy Director in the fields of agriculture, nutrition and food systems when representing the Panel at international conferences, events and meetings. • To contribute to the decision making of the Global Panel Director and Deputy Director in determining which international organisations to collaborate with and what targeted information to share in the fields of agriculture, nutrition and food systems.
<p>Planning and Organising</p> <ul style="list-style-type: none"> • To plan various policy, technical and country briefs, and Foresight analysis and manage their delivery, by developing timelines for drafting, editing, designing and publishing these materials in collaboration with the Foresight Project Manager, Global Panel Deputy Director and Director, and other senior staff. • To maintain plans and support logistics for Foresight 2.0 activities • To work in collaboration with the Global Panel Deputy Director and Director to ensure outputs, workshop milestones and targets are met in a timely manner by creating detailed work plans and timelines. • To attend meetings, conferences and workshops in the UK and overseas for Global Panel members and representatives, international experts and funders as required, ensuring that all arrangements are made in good time and delivered to a high standard.
<p>Initiative and Problem Solving</p> <ul style="list-style-type: none"> • To develop innovative ways of communicating findings of the tailored materials and country specific briefs, and Foresight 2.0 work to external partners, global media and senior stakeholders in collaboration with the Global Panel Communications Officer. • To assist the Global Panel Deputy Director in the coordination of projects across the Secretariat relating to delivery of policy, technical briefs and Foresight 2.0 work. • To create and maintain electronic databases on information related to the tailored materials, country specific briefs, Foresight work, and impact evaluation outputs. • To work with geographically remote international teams and deliver accurate, compelling research to tight deadlines. • To use foresight and initiative to risk assess and resolve any problems that may occur during international meetings, conferences and events in order to ensure that events run smoothly.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.

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.

E = Essential, D = Desirable

Competency	Evidence	E/D
Education, Qualifications and Training	<ul style="list-style-type: none"> <i>A first degree or equivalent experience in an analytical discipline, including the biological sciences, agriculture, economics or development</i> 	E
	<ul style="list-style-type: none"> <i>A postgraduate degree or equivalent experience in nutrition or food systems</i> 	E
Experience	<ul style="list-style-type: none"> <i>Experience in desk-research, including literature searches and research synthesis of findings relevant to agriculture, nutrition and food systems</i> 	E
	<ul style="list-style-type: none"> <i>Experience of writing content, fact-checking and proofreading materials and briefs for accuracy and consistency for scientific and non-scientific audiences</i> 	E
	<ul style="list-style-type: none"> <i>Experience of developing and managing timelines and co-ordinating processes for the preparation of external documents, policy briefings etc.</i> 	D
Knowledge	<ul style="list-style-type: none"> <i>Ability to identify, understand, and synthesise natural and social science literature and research findings relevant to nutrition and food systems.</i> 	E
	<ul style="list-style-type: none"> <i>Sound knowledge of global institutional landscape relating to nutrition and food systems.</i> 	D
	<ul style="list-style-type: none"> <i>Awareness of key issues and drivers related to under-nutrition and nutrition-related NCDs</i> 	E
Skills	<ul style="list-style-type: none"> <i>Evidence of excellent research analysis, writing and editing skills.</i> 	E
	<ul style="list-style-type: none"> <i>Excellent planning and organisational skills, including a proven ability to work with senior policy makers and consultants and the ability to deliver accurate, compelling research to tight deadlines</i> 	E
	<ul style="list-style-type: none"> <i>Excellent written and oral communication skills, including good attention to detail; ability to present research data in a clear and logical format</i> 	E

Personal Qualities	<ul style="list-style-type: none"> • <i>Excellent interpersonal skills, including the ability to establish effective working relationships with professionals from a wide variety of backgrounds and at all levels of seniority.</i> • <i>High level of personal motivation and flexibility, including the ability to work independently and as part of a team</i> • <i>Proven ability to use initiative and judgment to anticipate potential issues and solve problems</i> 	D D E

The School 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 email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: www.ukba.homeoffice.gov.uk/employers/points