



JOB DESCRIPTION

Job Title:	Productivity Commission Coordinator
Directorate:	Public Policy
Location:	NIESR office at 2 Dean Trench Street, London SW1P 3HE
Reporting to:	Deputy Director for Social and Political Economy
Responsible for:	Coordination of the work of the Productivity Commission (PC) as part of The Productivity Institute (TPI)

PURPOSE OF THE JOB

To coordinate the activities of the Productivity Commission (PC), which is part of the ESRC-funded TPI, and which is hosted at NIESR. To prepare evidence sessions conducted by the Commissioners. To support the drafting of evidence as required, including co-writing policy reports, collating policy ideas to support the work of the Commissioners, and providing general facilitation of the Commission's activities. This role will also include the organisation and execution of evidence sessions and public events.

KEY RESPONSIBILITIES

1. Policy coordination

- Co-ordinating the drafting and publishing of the Productivity Commission's policy outputs.
- Preparing and organising evidence sessions;
- In collaboration with colleagues, providing an overview of policy ideas and debates across Westminster, Whitehall and research organisations;
- Providing general policy assistance and policy related administrative support.

2. Report writing

- Drafting findings of policy research for evidence sessions of the PC;
- Collaborating in drafting of progress reports on work for funders;
- In collaboration with colleagues, drawing on research findings to draft policy proposals.

3. Dissemination and communications

- Identifying and using a variety of media to communicate policy findings and recommendations to a broad range of audiences, and to maximise the reach and impact of the results;
- Taking the lead in organising a programme of evidence sessions and other events to contribute to, and publicise the work of the PC and TPI;
- Putting together presentation materials to convey policy findings.

4. General

- Adhering to policies and procedures at all times;

- Covering for other members of the team and division as necessary;
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development;
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff;
- Attending and participating in divisional and team meetings and other meetings as required;
- Contributing to the overall activities of their team/wider NIESR team and TPI as required;
- Representing NIESR and TPI in a professional manner to stakeholders and all audiences;
- Taking responsibility for the health, safety, welfare of self, other members of staff and visitors;
- Providing support as required to the Deputy Director of NIESR.

This job description covers the current range of duties and will be reviewed from time to time. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to change this job description.

PERSON SPECIFICATION

Coordinator, Productivity Commission

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

ESSENTIAL REQUIREMENTS

Experience

1. Bachelor's in economics, politics or another relevant social science, or equivalent qualification or experience.
2. Experience in politics and public policy, including questions of productivity.
3. Experience of drafting policy papers and publishing reports with a high level of accuracy and attention to detail.
4. Experience with working collaboratively across teams, institutions or organisations to achieve specific outcomes.

Skills, Knowledge and Abilities

1. High degree of self-motivation and ability to work under pressure while maintaining accuracy.
2. Effective project and time management skills, including timely recording and reporting and the ability to prioritise multiple conflicting tasks to meet strict deadlines.
3. Ability to work independently and to lead policy work with a view to producing high-quality outputs.
4. Excellent written and verbal communication and presentation skills, with the ability to adapt communication style to present complex information and ideas to a variety of audiences, including policy-makers, academics, the media and the general public.
5. Strong interest in real world economic and policy developments.

The following are required of all roles with the organisation. However, you do not need to address these in your application.

- An understanding of and commitment to Diversity & Equality.
- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.