

International Institute for Environment and Development

Job Description

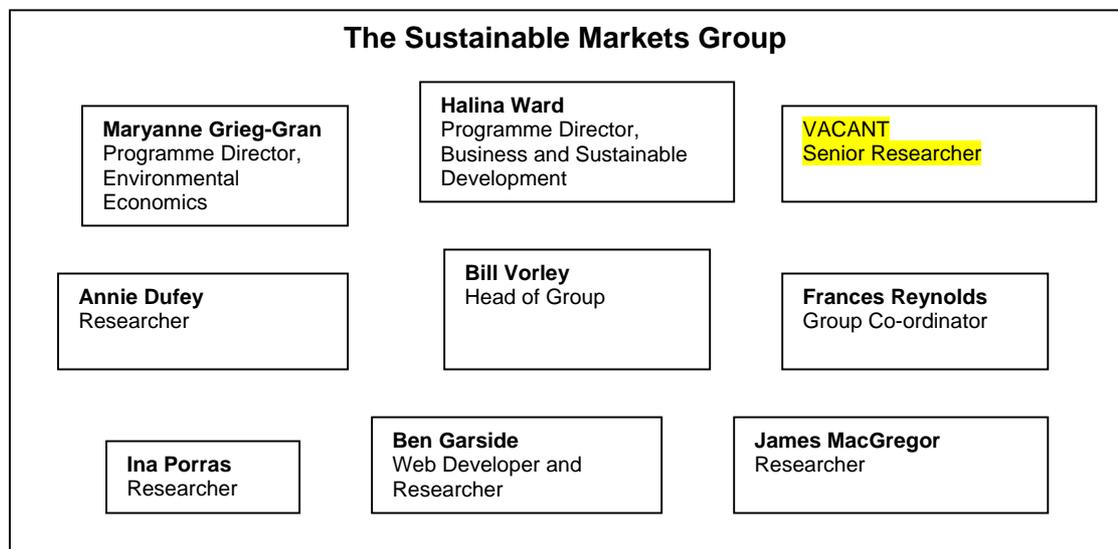
Sustainable Markets Group

Job title:	Senior Researcher
Responsible to:	Programme Director – Business and Sustainable Development
Main contacts:	Colleagues within IIED, multidisciplinary collaborative research teams in a range of countries, international organisations, and public and private actors working in the field of business and sustainable development
Main purpose:	To help develop and manage a new programme of work on “a new agenda for business and sustainable development”
Salary:	Programme Grade 3 £33,588 - £41,947
Location:	London office

Background

This is an appointment to a new programme of work that builds on the work of IIED's programme on Corporate Responsibility for Environment and Development (CRED) over the period 2001-2005. Working closely with the Programme Director of the newly created programme on Business and Sustainable Development, Halina Ward, the postholder will help manage the development of a set of projects and activities that will contribute towards 'a new agenda for business and sustainable development.' Within this overall theme, the postholder will play a key role in the development of the Institute's engagement with private sector actors and work on a number of existing projects including issues around foreign direct investment.

The programme is part of the Institute's Sustainable Markets Group, which drives IIED's efforts to ensure that markets contribute to positive social, environmental, and economic outcomes. In addition to business and sustainable development, the group brings together work on market structure, environmental economics, trade and investment, tourism, and mining.



Key responsibilities

1. Working with the Programme Director and the Head of the Sustainable Markets Group, manage the development of a major new project under the theme 'a new agenda on business and sustainable development' building on and integrating experience from the corporate social responsibility, business and development, and wider 'industry and environment' agendas. This work will include identification of the conceptual framework and partners for the project, proposal development, fundraising and overall project management.
2. Take lead responsibility, working closely with the Programme Director, for the development of a Programme sub-theme of research and advocacy focused on the development dimensions of the business contribution to sustainable development, building the Programme's networks in this area and ensuring integration within the Programme's overall focus on business and sustainable development.
3. Further develop the Programme's networks and partnerships in middle and low income countries.
4. Collaborate with colleagues elsewhere in the Sustainable Markets Group and in other IIED Programmes to identify new project and partnership opportunities.
5. Contribute to the Programme and Sustainable Markets Group work on foreign direct investment and sustainable development as appropriate
6. Liaise with government, private sector actors and NGOs on business and sustainable development issues, and help the Business and Sustainable Development Programme to develop its strategy and its engagement with these actors.
7. Represent the Programme at events, conferences, and in meetings with a variety of stakeholders with an interest in business and sustainable development, and respond to enquiries from the media and general public.
8. Identify strategically appropriate opportunities for engagement of various kinds with private sector actors in areas within the Programme's overall goals.
9. Write, edit and coordinate the publication of relevant project findings and contribute to dissemination and advocacy of research outputs.
10. Organise and participate in seminars and workshops on issues of policy and practice, project development, dissemination of research findings and capacity strengthening.
11. Prepare and manage work plans and budgets and report to donors in connection with all of the above and contribute to programme fundraising as appropriate.
12. Contribute to IIED's cross-sectoral work programme which includes water issues, strengthening local rights and access to land and natural resources, trade and markets, promoting private sector responsibility, and improving local, national and global governance.

Person specification

(a) Essential requirements

- Post-graduate degree in a relevant discipline
- Minimum of six years relevant work experience with business, NGO, government or research organisations.
- Research or project management experience, including the management of budgets and people
- Awareness of international policy frameworks and debates related to business and sustainable development
- Ability to work independently and as part of a team
- Ability to manage own workload and to work to tight deadlines
- Fluency in English
- Excellent written communication skills – ability to write and edit technical reports, and to write for less technical audiences
- Excellent verbal communication skills for dealing with staff and collaborators from a wide range of backgrounds and cultures
- Willingness to travel approximately 3 months in the year, usually in one- to three-week visits
- Good working knowledge of Windows-based computing, including word-processing (Word) and spreadsheets (Excel)

(b) Desirable attributes:

- Research experience on issues of business and sustainable development
- Track record of publications in a relevant field
- Experience of brokering and/or engagement in partnerships between business and civil society actors in a variety of settings
- Fluency in French, Spanish, Portuguese and/or other widely spoken language
- Field-based project management experience in Africa, Asia, Latin America or non-EU countries of the Former Soviet Union
- Established networks relevant to business and sustainable development in Africa, Asia, Latin America or the non-EU countries of the Former Soviet Union
- Demonstrated skills in fundraising, donor/client relations and promotion of findings
- Experience of policy-oriented research and/or advocacy on environment and development issues

This job description defines the level of responsibility and areas of involvement of the post; the details of the duties may change over time and do not form part of the contract between IIED and the post holder.