



## Job description and selection criteria

<b>Job title</b>	Research Assistant, “Inclusive, Resilient Capitalism and Human Welfare” project
<b>Division</b>	Social Sciences
<b>Department</b>	Oxford Martin School
<b>Location</b>	INET@Oxford, Eagle House, Walton Well Road
<b>Grade and salary</b>	Grade 6.1 (£27,328 p.a. pro rata for part time work)
<b>Hours</b>	0.6FTE (3 days per week) for 6 months, rising to 0.8FTE (4 days per week) for one month during the workshop
<b>Contract type</b>	Fixed-term for 7 months (to end December 2016)
<b>Reporting to</b>	Executive Director, INET@Oxford
<b>Vacancy reference</b>	123169
<b>Additional information</b>	<b>This is a readvertisement; previous applicants do not need to reapply.</b> Supported by the Rockefeller Foundation.

## Introduction

### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs nearly 12,000 staff and has a student population of over 22,000.

Our annual income in 2014/15 was £1,429.3m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts in 2014/15 exceeded £522.9m p.a., and more than 80 spin-off companies have been created to date.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

[www.ox.ac.uk/staff/about\\_the\\_university/new\\_to\\_the\\_university/structure\\_of\\_university](http://www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university)

For more information please visit [www.ox.ac.uk/about](http://www.ox.ac.uk/about)

## **The Social Sciences Division**

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Roger Goodman, who is a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and two cross-divisional units. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment, the Oxford Martin School and the Oxford-Man Institute of Quantitative Finance). Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4\*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information please visit: <http://www.socsci.ox.ac.uk/>

### **Oxford Martin School**

INET Oxford is a part of the Oxford Martin School ([www.oxfordmartin.ox.ac.uk](http://www.oxfordmartin.ox.ac.uk)) which is a research community of over 300 scholars, working across disciplines to address the most pressing challenges of the 21st Century and to harness its opportunities. From the governance of geo-engineering and the possibilities of nanotechnology, to the future of food and the implications of our ageing population, the Oxford Martin School supports Oxford-based research teams to consider some of the biggest questions that concern our future.

Under the leadership of Professor Ian Goldin, the School acts as a central hub in facilitating

collaboration and exchange, not just within the University of Oxford, but also through its networks with policy makers, business leaders and other leading experts. The Oxford Martin School was founded 2005 through the vision and generosity of Dr. James Martin (1933-2013), who established the school with the largest benefaction made to Oxford in its history. The Oxford Martin School is a part of the University's Social Sciences Division.

## **INET@Oxford**

The Institute for New Economic Thinking at the Oxford Martin School (INET@Oxford, [www.inet.ox.ac.uk](http://www.inet.ox.ac.uk)) was established in May 2012 as a result of a major grant to the University by the Institute for New Economic Thinking (INET, [www.ineteconomics.org](http://www.ineteconomics.org)). INET is a philanthropic foundation based in New York that was founded in 2009 to promote innovative, cross-disciplinary, policy-relevant economic research. INET@Oxford was established by INET and the University of Oxford to become a major centre for leading-edge economic research addressing questions ranging from how do we prevent future financial crises, to how do we address rising inequality, to how do we tackle the threat of climate change?

INET@Oxford has six major research programmes: Complexity Economics, Economic Modelling, Ethics and Economics, the New Economics of Sustainability, Employment, Equity and Growth, and Curriculum Development each led by a senior academic Director or co-Directors. INET@Oxford faculty, researchers and graduate students have affiliations and collaborations with a number of the University Departments and Schools, including Economics, Maths, Physics, Computer Science, Social Policy, Philosophy, Geography, and Sociology, the Saïd Business School, the Blavatnik School of Government, the Smith School of Enterprise and Environment, and the Oxford-Man Institute of Quantitative Finance. The institute is currently housed in the Eagle House building which it shares with the Oxford-Man Institute.

## **The Project**

A grant from the Rockefeller Foundation will fund an international workshop on “Inclusive, Resilient Capitalism and Human Welfare” scheduled for autumn 2016 at the Oxford Martin School. The workshop would ambitiously seek to lay the groundwork for a new way of thinking about welfare economics that addresses the above issues and is a viable alternative to neoclassical welfare economics. Such a “new welfare economics” would be fundamental to developing and advocating for a more inclusive and resilient model of capitalism.

The workshop will gather approx. 20 interdisciplinary, expert group of scholars to work intensively over 2-3 days on the above issues. Participants will include scholars, but also people with a policy focus (e.g. from think tanks). Participants will prepare papers in advance of the workshop that would provide a basis for the discussion and then seek to publish those papers after the workshop.

The objectives for the workshop would be to:

- Stimulate scholarly, policymaker, and public debate on the questions outlined above
- Help a community of researchers engaged on these issues advance their thinking and foster new collaborations
- Provide useful input into the Rockefeller Foundation's broader efforts on inclusive, resilient economies

## **Overview of the role**

The Institute for New Economic Thinking at the Oxford Martin School is looking for a research assistant to support the preparation and management of the workshop. We are looking for someone to start work as soon as possible and ideally contribute for about 7 months, from June to December. The working hours will vary from three days per week, increasing four days per week during the month of the workshop. The position is particularly suited to, but not confined to, current graduate students with research interests related to the subject of the workshop.

## **Responsibilities/duties**

Reporting to the Mr Eric Beinhocker (the Principal Investigator), the post holder would:

- Support the PI and Workshop Committee in identifying potential workshop participants
- Support the PI and Workshop Committee on the development of the workshop agenda
- Liaise and coordinate with workshop participants on their participation and be a central point of contact for workshop communications
- Liaise and coordinate with administrative and event staff at INET@Oxford and the Oxford Martin School and participants on workshop logistics
- Conduct a comprehensive and systematic review of relevant literature on the workshop topics and prepare along with the PI and other Workshop Committee members a publication quality pre-read paper sent to all participants and the funder prior to the workshop that summarises the relevant literature and frames the key issues for the workshop
- Gather other workshop pre-read materials from participants and the literature and make available to participants
- Take detailed notes during the workshop itself and prepare a post-workshop report sent to all participants and funder summarising key insights from the workshop, points of debate, and research agenda going forward
- Support the PI in the preparation of his own workshop paper as well as a related book chapter by conducting research and literature reviews guided by the PI

More generally the Research Assistant will:

- Manage own academic research and administrative activities, within guidelines provided by the Principal Investigator
- Select, follow, and adapt specialist methodologies to confirm or refute theories, and identify suitable alternatives where information or research material is restricted
- Contribute to the design of research materials
- Gather, analyse and present qualitative and/or quantitative data from a variety of sources

- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups
- Participate in INET@Oxford seminars and events
- Undertake other appropriate duties and provide other research support that may arise under the direction of the PI including support for the PI's writing on other topics

### **Selection criteria**

We are looking for the candidate who most fully meets the following essential and desirable criteria:

#### **Essential**

- Hold a first degree, together with some relevant experience
- Working toward a doctorate in a specialist discipline related to the subject of the workshop
- Possess sufficient specialist knowledge in the discipline to work within established research programmes
- Ability to manage own research and administrative activities
- Excellent written and oral communication skills, including the ability to write text that can be published and presented at conferences; an ability to write clearly and compellingly for both academic and non-academic audiences
- Skills in liaising with conference participants and representing INET@Oxford at meetings
- Experience of following and adapting methodologies
- Experience in organising events, well organised, strong project management skills
- Interest in inequality, economics, social policy and communication of research
- Ability to contribute to the research objectives of the INET@Oxford and manage your own workload.

#### **Desirable**

- Familiarity with concepts and literature related to topics relevant to the workshop including:
  - Utilitarian ethics and philosophy
  - Alternative ethical frameworks for welfare analysis (e.g. Sen, Rawls)
  - Utility theory, theory of economic welfare
  - Behavioural and experimental work on utility, preferences, and choice
  - Hedonic psychology, cognitive science, and other empirical and theoretical work on human decision making and well-being
  - Tools and methodologies for policy analysis (e.g. welfare analysis, discounting, cost benefit analysis)

- Metrics for economic and social progress (e.g. GDP, HDI, OECD Better Life Index)
- Experience of contributing to research publications
- Experience of contributing ideas for new research projects

## **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## **The University's policy on retirement**

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/)

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

## **Working at the University of Oxford**

For further information about working at Oxford, please see:

[www.ox.ac.uk/about\\_the\\_university/jobs/research/](http://www.ox.ac.uk/about_the_university/jobs/research/)

## **Equality of Opportunity**

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## **How to apply**

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement which explains how you meet the selection criteria for the post.

Please upload all documents **as PDF files** with your name and the document type in the filename. The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

**Please save all uploaded documents to show your name and the document type.**

All applications must be received by **midday** on the closing date stated in the online advertisement.