Job description and selection criteria

Job title	**Research Assistant – Quantitative Social Scientist**
Division	**Social Sciences**
Department	**Oxford Martin School**
Location	**INET Oxford, Eagle House, Walton Well Road**
Grade and salary	**Grade 6: £27,629-£32,958 (pro-rata for part-time)**
Hours	**.4 FTE (2 days per week)**
Contract type	**Fixed-term to November 2017**
Reporting to	**Dr Max Roser, Director, Our World in Data Project**
Vacancy reference	**128647**
Additional Information	**For internal applicants only**

Job description

Overview of the role

The web publication OurWorldInData is looking for a quantitative social scientist to work as a Research Assistant. The Research Assistant will primarily support the project by analysing historical quantitative information. It is the responsibility of the RA to produce datasets based on different sources to present the long-term evolution of social and economic changes. The RA will also need to produce careful descriptions of the data sources and how exactly we produced unified datasets out of different sources. Apart from the work on data the Research Assistant will also produce literature overviews and build visualisations of the data.

Responsibilities/duties

- Finding and analysing relevant data, and prepare comprehensive usable datasets in a reproducible fashion. The standard languages used in the project are R and Stata, but ability to work in another comparable language is acceptable.

- Cataloguing relevant data and writing standardized descriptions of these sources

- Assisting the team in expanding the content of OurWorldInData.org by contributing new ideas for research

- Prepare materials for presentations

- Produce literature reviews

- Build interactive data visualisations with the visualisation tool developed by the team

- Liaise with academic colleagues relating to the development of the website

Selection criteria

Essential

- Background (masters level) in quantitative social science or statistics is essential

- Ability to program Stata (or R)

- Deep interest in development economics, economic & social history, and communication of research

- Excellent written and presentational skills

- Ability to present findings/technical information to non-specialist audiences

- Familiarity with historical data sources and/or with data sources in development research

Desirable

- Skills in econometrics, statistics, data visualisation and web development

About the University of Oxford

We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Oxford Martin School

No other university, anywhere in the world, hosts a research organisation like the Oxford Martin School. Our community of more than 200 researchers, from Oxford and beyond, are working to address the most pressing global challenges and opportunities of the 21st century.

The School was founded with the belief that this century, and specifically the next few decades, is a crucial turning point for humanity. The sheer speed of change means that we now have the power to destroy possibilities for future generations. Equally, we have the potential to dramatically improve the wellbeing of people across the planet.

It is this combination of urgency and optimism that characterises all our work at the Oxford Martin School. For more information please visit www.oxfordmartin.ox.ac.uk

Our World in Data

The team behind Our World in Data is researching how living conditions and human well-being change over time. The research is concerned with both the growth and the distribution of living standards. In order to find out how living conditions change over time, it is essential but not enough to track incomes. Freedom is central to human development and this work aims to track human well-being in all its important aspects. Our World in Data brings together empirical research on a wide range of aspects of global development.

This work is structured around 16 topics:

• Population Growth & Vital Statistics
• Health
• Food & Agriculture
• Resources & Energy
• Environmental Change
• Technology & Infrastructure
• Growth & Distribution of Prosperity
• Economic Development, Work & Standard of Living
• The Public Sector & Economic System
• Global Interconnections
• War & Peace
• Political Regime
• Violence & Rights
• Education & Knowledge
• Media & Communication
• Culture, Values & Society

For more information, please visit:
http://www.oxfordmartin.ox.ac.uk/research/programmes/world-data.

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at
www.ox.ac.uk/about/jobs/professionalandmanagement/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of <u>two</u> referees and indicate whether we can contact them now.

<u>You will also be asked to upload a CV and a supporting statement</u>. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).
Please also refer to your previous work that is relevant for this position; if possible send us the source code or refer to open source work so that it can be reviewed.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

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

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

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. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

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/.

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

Equality of Opportunity

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.

Benefits of working at the University

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.