

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Senior Research Manager – What Works Hub for Global Education (WWHGE)
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 8: £45,585 - £54,395 (with a discretionary range to £59,421) per annum, dependent on experience
Hours	Full time
Contract type	Fixed term until 30 June 2027
Reporting to	Academic Director (WWHGE)
Vacancy reference	168002
Additional information	<p>The closing date for applications is 12 noon (UK time) on Monday 6 November 2023.</p> <p>Whilst the role is a grade 8 (45,585 - £59,421 p.a.) position, we would be willing to consider candidates with potential but less experience who are seeking a development opportunity, for which an initial appointment would be at grade 7 (£36,024 - £44,263 p.a.) with the job title and responsibilities adjusted accordingly. This would be discussed with applicants at interview/appointment where appropriate</p>

The role

The Blavatnik School of Government is looking for an outstanding self-starting and enthusiastic Senior Research Manager to work at the heart of a new £30m six-year global research and policy effort.

The What Works Hub on Global Education (WWHGE) aims to dramatically improve learning outcomes for children in developing countries by generating new evidence on the “implementation science” of delivering what works at scale, with governments, and across contexts. The WWHGE will also work with policymakers and NGOs directly to ensure

evidence is translated into improved learning outcomes in practice. It is an unusual collaboration of excellent and highly committed academics; low- and middle-income country governments; grassroots organisations who deliver education and advocate for change; and with strategic partners from the international education community, from UN agencies to the World Bank. We will also work very closely with our anchor funder: the UK's Foreign, Commonwealth and Development Office.

The (Senior) Research Manager will work with the Academic Director on Pillar 3 of the WWHGE (the development of a new science of implementation), managing and leading the research efforts - including overseeing a team of researchers – and ensuring a smooth pipeline of research deliverables. The postholder will also support analytical research and lead on engagement activities with the WWHGE consortium research teams.

This appointment offers a unique opportunity to take on substantial operational responsibilities in a brand-new multidisciplinary research and policy consortium in a mix of advanced and developing country settings. The ideal candidate will have experience managing research teams and complex research projects along with exceptional organisational, interpersonal and communication skills. You should have a passion for international development, with a strong sense of curiosity and superb attention to detail. A PhD/DPhil, or near completion, in a subject relevant to the WWHGE - or equivalent professional experience – is essential.

Responsibilities

- Manage and lead primary and secondary research within scopes of work provided by the Academic Director;
- Manage a research team of circa 5 researchers, building team collaboration and culture, setting direction, and quality assuring work;
- Support analytical research, including as-needed analysis of quantitative data, conducting literature reviews, and other work to complement WWHGE research;
- Lead engagement with WWHGE consortium research teams and collaborate with the synthesis team on common consortium projects and policy products;
- Support writing of high-impact, high-quality research papers and policy products;
- Contribute to wider project planning, including identifying gaps in the WWHGE research agenda, and proposing ideas for new research or policy projects within the scope of the WWHGE;
- Work closely with the WWHGE Project Manager to ensure a smooth pipeline of research deliverables;
- Participate actively and fully in the WWHGE research and broader community, including Monitoring and Evaluation activities.
- Support writing and design of evidence-informed policy pieces, grants, and WWHGE strategic initiatives.
- The role will involve travel, donor and partner engagement.

Selection criteria

Essential selection criteria

- Hold a PhD/DPhil, or near completion, in a subject relevant to the WWHGE; or equivalent professional experience;

- Significant and relevant work experience in International Development, Economics, Political Science, Political Economy, Public Policy, Education or a related field;
- Experience managing research teams and complex research projects;
- Demonstrated creativity and initiative to turn conceptual discussions into concrete activities and outcomes;
- Demonstrated experience with academic and policy communication, including exceptional written and oral communication skills;
- Superb attention to detail;
- Outstanding interpersonal skills, professionalism and comfort engaging with senior colleagues and stakeholders;
- Demonstrated ability to take personal initiative, work independently, while also working as a member of an integrated team;
- Outstanding organisational skills, ability to multi-task and manage competing priorities, and the ability to work well in a fast-paced environment;
- Passion for international development and for improving lives around the world through effective public policy;
- Entrepreneurial team player with a strong sense of curiosity and positive attitude.

Desirable selection criteria

- Experience working in a low- or middle-income country and/or working in or with governments.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Travel outside of Europe or North America on University Business

About the University of Oxford

Welcome to 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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngoire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 120 MPP students and five doctoral students a year.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV, a supporting statement and two writing samples (one academic writing sample, one policy-related writing sample). 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).

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account. The selection committee will also be mindful of the impact that the Covid-19 pandemic may have had on candidates' careers as a result of additional caring responsibilities or other factors.

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

All applications must be received by **midday** UK time 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 department(s).

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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly via recruit@bsg.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.