Job title	Case Writer (Case Centre on Public Leadership)
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 7: £36,024 - £40,521 per annum
Hours	Full time
Contract type	Fixed-term until 31 March 2026
Reporting to	Associate Director (Case Centre on Public Leadership)
Vacancy reference	171286
Additional information	The closing date is 12 noon (UK time) on 8 March 2024

The role

The Blavatnik School of Government seeks an experienced writer and researcher to join the award-winning Case Centre on Public Leadership. The Case Centre supports the development of teaching cases that are based on real-world public-policy challenges and are used to hone students' analytical, decision-making and implementation skills. The Case Writer role is an exciting opportunity to contribute to the School's teaching by applying academic research to real public-policy and managerial dilemmas, with topics as varied as civil service reform in Ghana to anti-corruption efforts in Paraguay. The role is suitable for an experienced writer and researcher with a broad interest in public policy and a commitment to improving the practice of government through developing effective teaching materials.

We are seeking an excellent writer with experience in (or a keen interest to learn) the case-study style. We write our case studies to be widely accessible to non-experts, as in journalism, yet we also delve deeply into a given subject matter, as in academia. Unlike opinion journalism and academic writing, though, cases do not offer judgements and conclusions. Instead, they provide narratives of facts and events around key decisions, allowing participants in the classroom to analyse dilemmas, debate options, and draw their own conclusions during the case discussions.

The Case Writer will have a varied workload, balancing months-long case projects with other short-term activities. In addition to conducting diverse research and writing activities, the Case Writer will also support a number of administrative and organisational duties for the growing team. This may include disseminating cases internally and externally, promoting our teaching material externally, and helping to coordinate events and workshops for faculty and other stakeholders.

The ideal candidate will be able to work with the School's faculty to write case studies and develop a practice of case-method teaching, including working with faculty who may be unfamiliar with cases as a teaching tool. The individual should have experience with managing an in-depth writing project from conception to dissemination, such as a case study or a research report. While case-writing experience is an advantage, it is not necessary; the right candidate will be trained up on the job.

The Case Writer will work closely with the Case Centre team as well as faculty at the School and practitioners in the field to develop case studies and other teaching materials, including case supplements, abridgements, background notes, teaching notes, and multimedia products. The work entails project management, document research, interviewing, writing compelling case narratives, and constructing case exhibits. The selected individual will have excellent writing, organisational, and interpersonal skills, experience conducting in-depth fact-checking and information searches, and an ability to meet deadlines to contribute to the production of high-quality case studies. The Case Writer will also contribute to the development and expansion of the Case Centre, including supporting case-training programmes for faculty.

Responsibilities

- Under the guidance of the Senior Case Writers, manage the development of cases and other related material from conception to dissemination. This includes setting task objectives, coordinating with internal and external stakeholders, and coaching faculty on the specific methodology of case writing.
- Collaborate with and provide guidance to senior academics to translate their research into teaching cases applicable to policymakers around the world, taking complex research ideas, concepts and methodologies and applying them to real-world situations.
- Conduct extensive document review and other public-source background research into complex issues to gather information for cases and supplementary materials. This requires analysing the research, synthesising data from different perspectives, and identifying relationships between diverse materials.
- Work with faculty and practitioners to identify policy situations that could be used as case studies, including proposing ideas for cases that suit the School's diverse research and teaching activities.
- Plan, coordinate, and conduct interviews with a range of high-level practitioners, which may include on-site visits for data collection.
- Develop and manage relationships with external partners to contribute to case study development, which may include accessing confidential materials and obtaining formal approvals to ensure compliance with University and Case Centre policies.
- Produce charts and other visual materials to accompany case studies.
- Support the planning and operationalising of Case Centre programmes, including an annual workshop to train faculty in the case method.

- Promote the Centre's work by collaborating with external distribution platforms, developing material for the School's various communication streams, and contributing to presentations as needed.
- Represent the Case Centre by assisting with external and internal inquiries.
- Support administrative and organisational duties as needed, including coordinating with internal teams to support daily operations.

Selection criteria

Essential selection criteria

- A postgraduate degree.
- Experience in developing, managing and writing case studies or similar products which translate academic research into accessible text for general audiences.
- Outstanding communications skills with the ability to write and present complex material in a compelling and engaging way for a range of audiences.
- Strong research skills, including finding and synthesising primary and secondary resources (e.g., news articles, academic papers, legal documents) as well as interviewing in the field.
- Experience of working effectively to demanding deadlines, planning and managing own project workload, and responding to changing needs.
- Flexibility, adaptability, and the ability to multitask, focus, and write quickly and effectively.
- Demonstrated ability to work collaboratively and independently while taking direction from one or more project leaders, with discretion to know when to use initiative and when to seek advice.
- Demonstrated ability to develop excellent working relationships with a wide range of internal colleagues and external stakeholders.
- Maturity and discretion to engage with both academics and very senior practitioners about potentially sensitive issues.
- Demonstrated understanding of current policy and public administration issues.
- Demonstrated attention to detail.

Desirable selection criteria

- Experience with nurturing a culture around participant-centred learning.
- Experience of working in a public policy setting and interacting with senior policy makers on a regular basis.
- Experience developing digital/virtual learning materials.
- Familiarity with the work of a research-intensive university.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the [candidate notes on the University's pre-employment screening procedures](#).

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. Income from external research contracts in 2016/17 exceeded £564m 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.

More information about the University of Oxford can be found on [the University's 'Organisation' webpage](#).

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 Ngaire 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

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' webpage.

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 two referees and indicate whether we can contact them now.

You will also be asked to upload a CV, ~~and~~ a supporting statement, and a 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). 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 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).

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 the University's Recruitment support webpage. To return to the online application at any stage, please go to the University's Job Search webpage.

Please note that you will receive an automated email from our e-recruitment system 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.

The University's Policy on Data Protection can be found on the University's data protection policy webpage

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained on the University's 'Leaving employment: The EJRA' webpage.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures. Details on the procedure can be found on the University's 'Leaving employment: The EJRA' webpage.

There is no normal or fixed age at which staff in posts at **grades 1–7** 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 employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums.

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.

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.

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents.

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 My Family Care, 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.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. Full details, including how to apply and the costs, can be found on the University's Childcare Services website

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Further details on the support for disabled staff, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, can be found on the University's Support for disabled staff webpage.

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 on the University's Equality and Diversity Unit 'Networks' webpage.

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.