

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Postdoctoral Policy and Research Associate for the Lemann Foundation Programme for the Public Sector
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 7: £36,024 - £44,263 (with a discretionary range to £48,350) per annum, dependent on experience
Hours	Full time
Contract type	Fixed-term for two years (with potential to extend, subject to further funding)
Reporting to	Director of the Lemann Foundation Programme for the Public Sector
Vacancy reference	172571
Additional information	<p>The closing date for applications is 12:00 noon (UK time) on Monday 20 May 2024.</p> <p>The expected start date for this position is 1 October 2024, and should be no later than 1 November 2024.</p>

The role

Established in September 2021, the [Lemann Foundation Programme](#) is a five-year programme within the Blavatnik School of Government, supported by the Lemann Foundation.

The aim of the Programme is to connect the School's focus on the challenges and opportunities facing the public sector – government, civil services and associated partner agencies and institutions – to the particular experiences and prospects in Brazil, aiming to benefit Brazil and inform those globally who can gain from its example. Drawing on the global and comparative research of School faculty across a range of disciplines, the Programme has built partnerships and collaborations with Brazilian institutions, it engages with public sector practitioners, and delivers insights, advice and training relevant to national and regional contexts in Brazil.

The Programme helps reshape the public sector in Brazil through (a) developing original research; (b) disseminating practical lessons and knowledge; (c) ensuring leaders are equipped with the latest insights, skills, and evidence; and (d) convening, empowering and networking leaders so that they learn from one another and work better together, regardless of political differences, including across regions and across the public, private, and not-for-profit sectors.

The post holder's primary role will be to support the work of the Programme Director to deliver the aims of the Programme. This includes building a body of relevant research, the coordination of the School's Brazil-focused activity, revising and editing Programme outputs, and developing and maximising opportunities for practitioner and academic engagement, taking knowledge to practice and collaboration with the Brazilian public sector and partnership building.

Responsibilities

- Engage in original, world-class academic research in support of the Lemann Foundation Programme's priorities, managing your own research and project-related administrative activities.
- Assist the Programme Director to contribute to and draw on an international comparative body of research and practice.
- Work with the Programme Director in guiding Programme visiting fellows and MPP summer project students as they develop Programme outputs. This will include some editing and supervision responsibilities.
- Support the Programme Director and Engagement Manager in building a network of collaborators and stakeholders from academic institutions, the public sector and other stakeholders.
- Assist the Programme Director in developing and delivering training, workshops and other knowledge to practice events.
- Represent the research group at external meetings/seminars, either with other members of the group or alone.
- Carry out collaborative projects with colleagues in partner institutions, and research groups, in support of the Lemann Foundation Programme priorities.
- Collaborate with the PI to prepare research outputs, including academic journal articles and policy briefings for practitioners.
- Present papers at international conferences, seminars, and public meetings.
- Contribute to the Lemann Foundation Programme's seminars and conferences, including events aimed at non-academic audiences.

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 (OHS), 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

Selection criteria

Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria.

Essential selection criteria

- Motivated by, and committed to, the Lemann Foundation Programme's research mission.
- Hold, or be close to completion of, a PhD/DPhil in a field relevant to the project, such as public policy, law, public management or organisational psychology.
- Possess sufficient specialist knowledge on public sector transformation to contribute to and compile an international body of research and practice.
- Excellent communication skills, including those necessary to write for academic and non-academic publications, present at conferences, and represent the research group at meetings.
- Ability to translate research findings into concrete policy recommendations.

Desirable selection criteria

- Familiarity with Brazil and ability to write and converse in Brazilian Portuguese.
- Research experience in a relevant subject area.
- Strong organisational/project management skills.
- Ability to work collaboratively across disciplines, including the ability to work effectively with researchers from various academic backgrounds.
- Demonstrable skills in delivering knowledge to practice workshops/seminars to diverse audiences.

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>

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 Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 140 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 and a supporting statement. 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 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 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** of 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 dependants. 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.