

Summary

Job title	Research Manager, The Oxford Martin Programme on the Future of Development
Division	Social Sciences
Department	Oxford Martin School
Location	34 Broad Street, Oxford, OX1 3BD
Grade and salary	Grade 7: £36,024 - £44,263 per annum
Hours	Full time hours
Contract type	Fixed Term until 31 March 2026
Reporting to	Dr Christian Meyer
Vacancy reference	173489

The role

The Oxford Martin Programme on the Future of Development (FoD) aims to produce quantitative social science research that contributes to improving livelihoods and resilience in low- and middle-income countries. The Programme is looking for a Research Manager who will be supporting various projects led by academics in the Programme. This will entail managing the research partnership and leading the research team to ensure effective and timely contributions to the research design, delivery of day-to-day research implementation plans, support to primary data collection activities, and support to data analysis and reporting.

We are looking for a well-organized self-starter who is looking to gain hands-on research management experience in academic field research in an extremely dynamic environment. This position is well-suited for individuals looking to pursue a career at the intersection of academic research and programme management in global development.

Responsibilities

Research Design

- Work with Principal Investigators to turn research designs into comprehensive project implementation plans and continue to adapt research designs in response to new information and circumstances;
- Develop comprehensive study protocols to be followed;
- Ensure strict adherence to the defined research designs and study protocols;



- Keep up with the new academic literature related to projects to inform study design.

Research Implementation Support

- Design and implement comprehensive project management and monitoring systems for research projects;
- Work with all project stakeholders to support and monitor interventions relevant for each project;
- Coordinate with all project stakeholders to ensure good flow of information and collaboration;
- As needed, organize and conduct capacity-building and training workshops to support and strengthen projects, including with data collection consultants, external partners involved in data collection, primary stakeholders and the various partner organizations involved in implementation;
- As needed, travel to field sites to support implementation.

Data Collection

- Participate actively on the procurement of all data collection work: due diligence on market options, development of terms of reference, review of deliverables;
- Help obtain necessary ethical and bureaucratic clearances for data collection;
- In collaboration with the principal investigators and other team members, design survey instruments;
- Program survey instruments for electronic data collection (in ODK / SurveyCTO);
- Develop data collection protocols;
- Supervise all stages of data collection work, from enumerator training to fieldwork and survey audits;
- Ensure compliance with all protocols and procedures;
- As needed, facilitate qualitative research to inform impact evaluation design and data collection.

Analysis and Reporting

- Lead on data cleaning and analysis; contribute to reports and policy briefs;
- Supervise junior research team members to ensure that effective support is given to the project
Work with the project staff to prepare periodic progress reports, including key-stage reports jointly with the project team and the research team;
- Present findings from progress reports in non-academic partnership and stakeholder meetings;
- Update online material documenting the project's progress.

Selection criteria

Essential criteria

- Hold a Master's degree (or equivalent) in Economics, Political Science, Public Policy, Development Studies, Business, or related fields;
- Demonstrable interest in global development and a commitment to contribute effectively to research management across the Programme;
- Excellent organisational skills, with the ability to prioritise and delegate effectively;
- Proven self-motivation and a passion for rigour and excellence;
- Excellent written and oral communications skills, and experience presenting information to a variety of audiences;
- Outstanding interpersonal skills, including the ability to communicate and liaise effectively and in a confident and professional manner with people at all levels;

Desirable criteria

- Demonstrable track record of development economics research management with a low- and middle-income country focus;
- Experience in fieldwork for primary data collection and/or the implementation of field experiments in a low- and middle-income country context;
- Experience working in Sub Saharan Africa.

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.

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

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 / three 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

recruitment@oxfordmartin.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 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.

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.

