

## BLAVATNIK SCHOOL OF GOVERNMENT

### Summary

<b>Job title</b>	Research Manager (What Works Hub on Global Education)
<b>Division</b>	Social Sciences
<b>Department</b>	Blavatnik School of Government
<b>Location</b>	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Grade 7: £36,024 - £40,521 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term until 30 June 2027
<b>Reporting to</b>	Head of Evidence Translation
<b>Vacancy reference</b>	173616
<b>Additional information</b>	The closing date for applications is 12 noon (UK time) on Friday 12 July 2024. Visa sponsorship is available for this position.

### The role

The Blavatnik School of Government is looking for a strategic, collaborative, and self-starting Research Manager to support, facilitate, and drive delivery of the Evidence Translation pillar of the [What Works Hub for Global Education](#) – a new £30m, six-year global research project and policy initiative.

The What Works Hub for Global Education is an international partnership aiming to dramatically improve foundational literacy and numeracy for children in the global south by generating new evidence and working with policymakers and NGOs to deliver the best education at scale. It is a collaboration of excellent and highly committed academics working on education-related research; developing country governments that are keen to champion improvements domestically; grassroots organisations that both deliver education and advocate for change; and the international education community, from UN agencies to the Gates Foundation. The Hub will work closely with



education and finance ministries around the world, as well as the anchor funder, the UK's Foreign, Commonwealth, and Development Office. The Hub has three main pillars:

1. Evidence Translation: We are synthesising and translating evidence on improving implementation of foundational learning at scale into accessible, actionable insights that inform policymaker, funder, research, and practitioner decision-making.
2. Evidence Use: We are supporting evidence generation and use by governments for policy design and implementation in a range of ways, including evidence labs embedded within governments, networks, and support for individuals and institutions to gather and use evidence.
3. Implementation Science: By working alongside governments as they put in place reforms, we will generate evidence about the ingredients of successful implementation. This effort will catalyse a new focus on implementation science within education, concurrently having real-world impact.

We are now looking for an experienced and highly organised Research Manager to act as the linchpin of the Evidence Translation pillar. The postholder will support the Head of Evidence Translation in the priority setting, coordination, and alignment of the Hub's synthesis and evidence translation work, both on the Blavatnik School-based central team and with partners. The postholder will also serve as a key link between the Evidence Translation pillar and the other Hub pillars, the operations team, and the communications team. This will include coordinating the execution of strategies and workplans by Evidence Translation colleagues, as well as engaging with the Evidence Use and Implementation Science pillar teams, Hub consortium partners (eg the Education Endowment Foundation) and Hub strategic partners (eg the Global Education Evidence Advisory Panel) to integrate their Evidence Translation projects into the Hub's wider work.

The postholder will also support partnership and policy engagement. This will involve representing the Hub in external partners meetings, workshops, and conferences; developing substantive tools for communicating about the Hub's core research and work streams; contributing to research and policy analysis; and co-authoring policy papers, briefs, and blogs.

As the WWHGE is a new research programme, the Research Manager will be expected to be flexible and adaptable – with a core set of responsibilities, but also able to turn their hand to other aspects as we build the team and kick-start the work. The role will be fast paced and entail working with partners around the world (with some travel) as well as a team based in Oxford.

This appointment offers a unique opportunity to take on a mix of substantive and operational responsibilities at the heart of a brand-new multidisciplinary research and policy consortium in a mix of country settings. The ideal candidate will have experience of managing complex research projects and of managing relationships with colleagues at all levels of seniority, along with exceptional organisational, interpersonal, and written and verbal communication skills. The ideal candidate will also have knowledge of and experience in the global education sector, and bring technical analytic and writing skills to the role. A master's degree in a subject relevant to the WWHGE is essential. This is an excellent opportunity to work with a very ambitious and welcoming team, where

professional excellence is valued, and where you will have opportunities to build your technical and management skills and your networks.

## Responsibilities

- Manage complex research projects and support with building team collaboration and culture, and quality assuring work. This also includes managing Research Assistants and overseeing primary and secondary research.
- Manage research and administrative activities of Pillar 1, within guidelines provided by senior colleagues. This includes conducting literature reviews for donors, as required.
- Oversee engagement activities with WWHGE consortium research teams, consortium partners, and strategic partners and collaborate with the evidence use and implementation science teams 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 deliverables.
- Participate actively and fully in the WWHGE research and broader community, including Monitoring and Evaluation activities.
- The role will involve travel, donor and partner engagement, including ensuring quality delivery within the guidelines provided by major funders, such as FCDO and the Gates Foundation.
- Undertake other duties from time to time to support the Head of Evidence Translation

## Selection criteria

### Essential selection criteria

1. Hold a Master's degree in a subject relevant to the WWHGE.
2. Significant and relevant work experience in International Development, Economics, Political Science, Political Economy, Public Policy, Education or a related field.
3. Ability to manage own research and associated activities.
4. Experience managing research activities and complex research projects.
5. Demonstrated creativity and initiative to turn conceptual discussions into concrete activities and outcomes.
6. Demonstrated experience with academic and policy communication, including exceptional written and oral communication skills.
7. Outstanding interpersonal skills, professionalism and comfort engaging with senior colleagues and stakeholders.

8. Demonstrated ability to take personal initiative, work independently, while also working as a member of an integrated team.
9. Outstanding organisational skills and attention to detail, with the ability to multi-task and manage competing priorities, and to work well in a fast-paced environment.
10. Passion for international development and for improving lives around the world through effective public policy.
11. Entrepreneurial team player with a strong sense of curiosity and positive attitude.

## Desirable selection criteria

1. Experience working in a low- or middle-income country and/or working in or with governments.
2. Line management experience.
3. Advanced training in development economics, econometrics, and/or statistical analysis.

## 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](http://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 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 also 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). **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

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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).

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## 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](mailto:recruit@bsg.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **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 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](http://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](http://www.newcomers.ox.ac.uk).