

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Research and Policy Officer (Government Outcomes Lab)
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6: £ £34,982- £40,855 per annum, dependent on experience
Hours	Full time
Contract type	Fixed-term to 31 December 2025 (with potential to extend)
Reporting to	GO Lab Director and CIPFA Chief Economist
Vacancy reference	176678
Additional information	The deadline for applications is 12:00 noon (UK time) on Monday 9 December 2024 Interviews will be held online on 16 December 2024.

The role

The Blavatnik School of Government is seeking a Research & Policy Officer to work on an exciting collaboration between the Government Outcome Lab (GO Lab) and the Chartered Institute of Public Finance and Accountancy (CIPFA).

CIPFA is a global professional accountancy body dedicated to public finance, with an emerging agenda that seeks to better connect the profession with contemporary economic issues. The Institute engages closely with central and local governments around the world. GO Lab is one of the Blavatnik School of Government's flagship research centres and its economic agenda evolves around producing research and policy outputs to improve public expenditure around outcome-based contracts and public-private partnerships.

CIPFA and GO Lab have jointly developed an innovative research agenda, with the nature of their cross-disciplinary projects addressing contemporary concerns such as public policy evaluation, social impact measurement and public financial management. This role will help the partners to build capacity in the co-design and co-production of practical tools and insights that can improve public policy outcomes across a broad range of themes. In doing so, the postholder will assist with developing

the collaborative agenda and work directly with practitioners in central and local governments, as well as scholars at the Blavatnik School.

With direction from the GO Lab Director and CIPFA Chief Economist, the postholder will work on multiple projects in collaboration with practitioners and researchers, and be responsible for analysing data and presenting project results for multiple audiences.

This role is uniquely positioned between academia, policy and practice. It benefits from direct access to the expertise and resources of a leading policy-oriented institute located in the heart of central London and a prestigious research centre based within the University of Oxford.

The successful candidate should have sufficient specialist knowledge in the fields related to the programme to collaborate with established partners, and experience directly working with policymakers or undertaking applied research.

This role offers a unique opportunity to make both a conceptual contribution and have a significant impact on how public managers are able to fulfil their role of stewards of resources both in central and local government.

Responsibilities

- Manage research and administrative activities under minimal supervision, defining deliverables and project managing them to meet deadlines while contributing to the wider strategic goals of the GO Lab and CIPFA partnership;
- Undertake quality synthesis work on existing practices in estimating costs and outcomes of public services, and on outcomes-based commissioning, in research and practice. This will include positioning the modelling work in the broader context of improving welfare in a democratically accountable system, identifying existing resources and assessing their usefulness, and engaging with intended users of analytical tools to understand their needs. This will be used to make recommendations, and to develop new methods and materials.
- Contribute to value-for-money analysis of selected projects financed through an outcomes-based contract. This work will be in close collaboration with GO Lab researchers who are leading on impact evaluation of projects.
- Collaborate in the preparation and production of 'knowledge to practice' briefings, reports and blogs. Present results in a clear and visually impactful way to a general audience without compromising the accuracy and integrity of the data and analysis.
- Contribute to identifying a network of scholars and policy practitioners on appraisal and evaluation in the public sector, and maintain a productive relationship with them through peer learning and other engagement activities (e.g., workshops, roundtables).
- Manage the inputs and contributions of research assistants and external collaborators from outside the partnership.

Selection criteria

Essential

- A postgraduate degree or equivalent work experience in policy making;
- Proficiency with using econometrics and economic assessment methods (e.g. cost benefit analyses, cost effectiveness analyses, corporate finance models, simulation models);
- Possess sufficient specialist knowledge in the fields related to the programme to collaborate with established partners (e.g. public financial management, the role of innovative public provision methods therein, value for money);
- Ability to project manage to a defined set of timed deliverables;
- Excellent communication skills, including the ability to write in different styles and formats to synthesise complex issues for a diverse range of audiences;
- Experience directly working with policymakers or undertaking applied research, with the aim of having impact on public policy and practice;
- A track record of open, collaborative team working and joint delivery of work.

Desirable

- Experience in public policy environments in different global contexts and particularly around innovative public sector commissioning;
- Knowledge on and experience in the development of feasibility studies and financial models of outcomes-based contracts;
- Awareness of public financial management principles, tools and frameworks;
- Ability to perform and critique national and sub-national economic analyses;
- Experience designing surveys.

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 around eight doctoral students a year. We also accept a small group of students for our MSc in Public Policy Research.

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).

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** 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>