

Job Description and Selection Criteria

Job title	Policy Impact Manager (The post may also be offered as a secondment opportunity)
Division	Humanities Division
Department	Modern Slavery and Human Rights Policy and Evidence Centre
Location	London (minimum of two days in the office required)
Grade and salary	Grade 7: £38,674 - £46,913 per annum
Hours	Full time (37.5 hours per week) or part-time with minimum 0.8 FTE
Contract type	Fixed Term to 31 st March 2026 in the first instance
Reporting to	Head of Policy Impact
Vacancy reference	176964
Additional information	Closing date for applications is midday on 17 January 2025. Shortlisting is expected to take place the following week and interviews held the week commencing 27 January 2025.



The role

This full-time role is also open as a secondment opportunity.

We are seeking a knowledgeable and motivated Policy Impact Manager to join our policy impact team at the Modern Slavery and Human Rights Policy and Evidence Centre in the Humanities Division at the University of Oxford.

The [Modern Slavery and Human Rights Policy and Evidence Centre](#) is a policy-oriented Centre which exists to produce research, evidence and analysis capable of transforming the effectiveness of laws and public policies designed to address the great global challenge of modern slavery and human trafficking. The Centre, which is an initiative of the Arts and Humanities Research Council, was created in 2019 by the investment of £10m of public funding from the Strategic Priorities Fund, to attempt to bridge the too-wide divide between research and policy in this area. Since then, the Centre has built a reputation for producing high quality and impactful policy-relevant research. It recently received continuation funding from AHRC to support its transition to long term sustainability, and in April 2024 it [moved to being hosted by the University of Oxford](#), through the Humanities Division. It is part of the wider vision for the new Schwarzman Centre for the Humanities, which is currently being built and will open in 2025. The Centre has ambitious plans to grow and develop into a permanent feature of the human rights research and policy landscape.

You will play a key role in maximising the impact of the Modern Slavery PEC's research by supporting the implementation of our strategy for making an impact on public policy and legislation relevant to modern slavery, and will work collaboratively with researchers, policymakers and law-makers as part of Oxford's only dedicated Policy and Evidence Centre. You will work both as part of the core team as well as with funded research teams, and connect with the policy audiences the Modern Slavery PEC is trying to influence, to ensure a fully interconnected and integrated approach. You will also share knowledge and expertise with policy impact colleagues across the University of Oxford.

This role is based in the policy impact team, which is located in London, and will report to the PEC's Head of Policy Impact.

The post is full-time and is available immediately until 31st March 2026 in the first instance. The Centre is committed to work-life balance and flexible working opportunities.

Queries about the post should be addressed to Liz Williams, Head of Policy Impact l.williams@modernslaverypec.org. All enquiries will be treated in strictest confidence and will not form part of the selection process.

The Modern Slavery PEC is committed to being inclusive and diverse and particularly encourages applications from women, people with disabilities, BAME applicants, LGBT+ applicants and other minorities, as well as those who have lived experience of modern slavery. The Centre is committed to being a values-based organisation and, in the spirit of our [values](#), we commit to proactively challenge bias and offer a fair and equitable recruitment process for all applicants.

Key Responsibilities

- To develop and maintain subject matter expertise in modern slavery related public policy and legislation and closely monitor relevant policy initiatives and emerging trends in the field, identifying opportunities to develop our research agenda and its impact on policy, including opportunities specific to individual research projects.

- To engage in horizon-scanning to identify potential areas in which we can develop our research agenda and influence policies and laws.
- To support engagement with specific groups of policymakers and decision-makers that the PEC is trying to influence with its research, for example, Government officials in the Home Office and Foreign Commonwealth and Development Office. This will include, but is not limited to:
- Contributing to and maintaining the team's network of ongoing professional relationships with policymakers and decision-makers.
- Briefing policymakers and decision-makers on the Modern Slavery PEC's research portfolio and outputs throughout the lifecycle of research projects.
- Consulting with policymakers on priorities for research and evidence.
- Identifying opportunities for policy impact.
- To produce accessible outputs for policymakers that synthesise and/or analyse research/evidence produced by the Modern Slavery PEC. This will include developing and drafting PEC Policy Briefs, often in close collaboration with PEC researchers, and preparing PEC submissions to calls for evidence on relevant topics.
- To provide direct policy impact support to PEC researchers, both in-house and at partner institutions, as well as researchers funded by the PEC. This support includes, but is not limited to, the following types of activities:
- Meeting regularly with researchers / research teams to discuss their emerging findings and advising on policy impact.
- Collaborating with researchers / research teams to co-develop a tailored policy engagement plan, to identify specific opportunities and activities to deliver policy impact.
- Providing written feedback on research outputs, through the lens of maximising policy impact.
- Facilitating relationships and engagement between policy stakeholders and researchers, for example by chairing briefing sessions.
- To work closely with the PEC Lived Experience Engagement team to implement meaningful inclusion of people with lived experience of modern slavery in the Modern Slavery PEC's policy impact activities.
- To support the Research Director and Head of Research Programmes to develop Modern Slavery PEC calls for research that fill priority evidence gaps for the groups the Modern Slavery PEC is trying to influence with its research. This will include consulting those groups on their evidence priorities, giving specialist input to research call documents, contributing to reviews of funding proposals, and supporting the development of research projects to maximise impact on policy.
- To act as an ambassador and a spokesperson for the Modern Slavery PEC; developing a personal network, promoting our expertise and identifying new opportunities.
- Under guidance from the Modern Slavery PEC's Communications Director, to ensure external communications on policy impact are in line with the PEC's Communications Strategy.
- To support the Head of Policy Impact to monitor and evaluate the effectiveness and impact of the Modern Slavery PEC's policy-influencing activity.
- To undertake any other reasonable duties commensurate with the role as determined by the Directors of the Modern Slavery PEC.

Selection criteria

Essential

- Experience of working at the interface of public policy and research, with expertise in issues relating to modern slavery or human rights, and a good understanding of policymaking and law-making processes in the UK.
- Excellent interpersonal skills and a proven ability to communicate with a wide range of policy stakeholders and the ability to successfully develop and maintain professional relationships
- Excellent written communication skills, and a proven ability to write material that is accessible to a policy audience.
- Highly research literate, with a good understanding of different research methods and a demonstrated ability to synthesise and critically analyse research reports to identify opportunities to maximise policy impact.
- A strong track record of collaboration and teamwork, and working with a range of different groups to influence policymakers.
- Excellent organisational skills, with an ability to manage several different projects concurrently and produce high-quality outputs against deadlines.
- A high level of professional integrity, aware of the challenges of maintaining independence in matters of public policy and politics.
- Experience of translating a project or organisation's goals and agreed approaches into your day-to-day work.

Desirable

- Experience of working in a policymaking context, and/or with third sector organisations, especially in a relevant field.
- Experience of monitoring and evaluation of policy impact.
- Experience of working with people with lived experience of modern slavery or other human rights abuses

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.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer

an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

For more information please visit: <http://www.humanities.ox.ac.uk/>

The Schwarzman Centre

The teaching and study of the humanities is so important because it tells the story of what it means to be human - who we are, where we came from, and how our culture, literature and language have developed over time. With over 700 academic staff and 6,000 students, Oxford Humanities leads the world in the breadth and depth of subject coverage and the quality of teaching and research. But don't just take our word for it - the latest QS World University Rankings placed us at number one.

The new Humanities building will take our teaching, research and public engagement to new heights. For the first time in the University's history, seven humanities faculties will be housed together along with a new library. These disciplines are currently scattered in buildings across Oxford but they will be united in a new building designed to encourage cross-disciplinary study and research. Academics in the building will work together to tackle some of the most pressing questions of our time. As well as a new Institute for Ethics in Artificial Intelligence, they will consider the environment and how society rebuilds after the pandemic.

Crucially, the building will be open to the public, and we aim to bring research and performance in the arts and humanities to new audiences. There will be dedicated space for schoolchildren to visit and engage with Oxford's researchers. There will be exhibition space and three new performance venues for music, theatre, drama, dance, lectures and more. A new Cultural Programme will bring the world's leading performers and artists to Oxford. Our venues will also be open to regional cultural organisations, with whom Oxford researchers will strengthen partnerships. We cannot wait to welcome you to the first performance in 2025!

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.

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**, which with effect from 1 October 2023 will be 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.