

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Head of Research and Projects for the Oxford Institute of Technology and Justice
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 8: £48,235 - £57,255 (with a discretionary range to £62,407) per annum, depending on experience
Hours	Full time (37.5 hours per week)
Contract type	Fixed term (3 years)
Reporting to	Professor Philippa Webb
Vacancy reference	178468
Additional information	The closing date for application is 12:00 noon (UK time) on Wednesday 16 April 2025.

The role

The Blavatnik School of Government is looking to recruit an outstanding international lawyer experienced in managing academic projects and collaborations and managing and conducting sophisticated research on international law and human rights.

Directed by Professor Philippa Webb, the Oxford Institute of Technology and Justice will explore how to harness technology, including Artificial Intelligence, to enhance access to justice, accountability and the advancement of international law. The Institute will bring together data, knowledge and ideas to develop policy proposals, standards and evidence for action. Our implementing partner is the Clooney Foundation for Justice, which operates in 40 countries, focusing on women's rights and free speech. We will conduct research to map and curate legal principles and practices and convene and sustain communities of practice that help overcome existing silos among law, technology and policy. The Head of Research and Projects will contribute to the new Oxford Institute Technology and Justice.



This is a key and senior role in this new Institute. The Head of Research and Projects has oversight of the overall Institute projects, timelines, appropriate sequencing of priorities, and ensure project deliverables and outputs are planned and delivered effectively. They will lead the planning, coordination, implementation, and monitoring of the projects as well as outreach and dissemination. This includes responsibility, in close coordination with the Director, research officers and other partners, for ensuring each project is implemented in line with established timelines in collaboration with the stakeholders. The Head of Research and Programmes will line manage research officers and assistants and will report directly to the Director of the Institute, and will work closely with other teams within the Blavatnik School of Government.

Flexible working

Where it is operationally possible, the School's flexible working policy provides individuals the opportunity to work remotely for up to 40% of their working hours (which translates to two days per week for full-time positions).

Responsibilities

Project management

- Have oversight of the overall programme timelines, appropriate sequencing of priorities, and ensure project deliverables and outputs are planned and delivered effectively.
- Identify, develop and implement governance and accountability systems within the project team and including with collaborators.
- Lead on gift and grant agreement amendments and all actions involved to deliver these.
- Oversee the organisation of events as required, including arranging logistics and travel.
- Provide strategic advice to the Director for the future of the programme, potential projects and funding opportunities.
- In consultation with the Director, provide strategic and tactical guidance in designing and achieving the research objectives. This may include working collaboratively with other colleagues in the School and the wider University.
- Formulate task objectives for and supervise the work of other colleagues in the team.
- Liaise with external stakeholders on behalf of the Director.
- Lead in the year-end and research project close-out processes.
- Work on project-related budgets, forecasts and variance analysis in collaboration with relevant teams in the University and the project assistant.
- Detect risks and (potential) problems in work processes; and implement strategies and actions to respond accordingly.
- Prepare detailed talking points and reports for submission as required by the Director.

Project funding

- Work with relevant teams and the Project Assistant to manage project expenditure for University and funder compliance.
- Identify and pursue major grant opportunities to advance the research further.
- Write funding applications for new projects that build on the research carried out in this project, including providing expert advice and input into both the research content and preparation of costings.

General duties

- Assist and deputise for the Director with project management and other key duties as necessary.
- Communicate effectively and with tact using initiative and judgment to solve problems and reporting project progress to senior colleagues as appropriate.
- Maintain confidentiality of issues relating to those participating in research studies.
- Contribute to the academic output of the programme by working collaboratively with researchers, helping to secure funding.
- Cross-cover for colleagues as required.
- Develop and maintain excellent relationships with colleagues at the School, investigators and grant holders, but also with other researchers across the University.
- Be proactive in promoting the Institute to the academic community, the public, and policy makers. This will require excellent communication skills and the ability to deliver complex information in a concise way to varied audiences.

Selection criteria

Essential selection criteria

- Master's degree or higher, or equivalent experience in public international law
- Proven organizational skills, including planning, delivery, and monitoring of projects.
- Experience in stakeholder management and knowledge exchange.
- Experience in organising and delivering impactful events, in-person, online and hybrid.
- Experience in international law research to tight deadlines.
- Excellent written and verbal communication skills.
- Proactive and adaptive attitude.
- Commitment to diversity and inclusion.
- Demonstrated ability to develop and maintain relationships with colleagues at various levels both within your organisation and externally and evidence of being a proactive team player.

Desirable selection criteria

- Previous experience of working at the University of Oxford or at a Higher Education Institution.
- Experience working with confidential information,

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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. This should be in your own words and provide 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.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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 HR team directly on 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>