



**Evidence.  
Ideas.  
Change.**

# Application pack

## Research Fellow-Public Finance and Institutions

Ref.: PFI/02/19

Location: London

Closing date: Thursday, 10 October 2019

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The Overseas Development Institute is a Charitable Company limited by guarantee:  
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Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on [odi.org](http://odi.org).

## An introduction to ODI

### Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

### What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

### Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



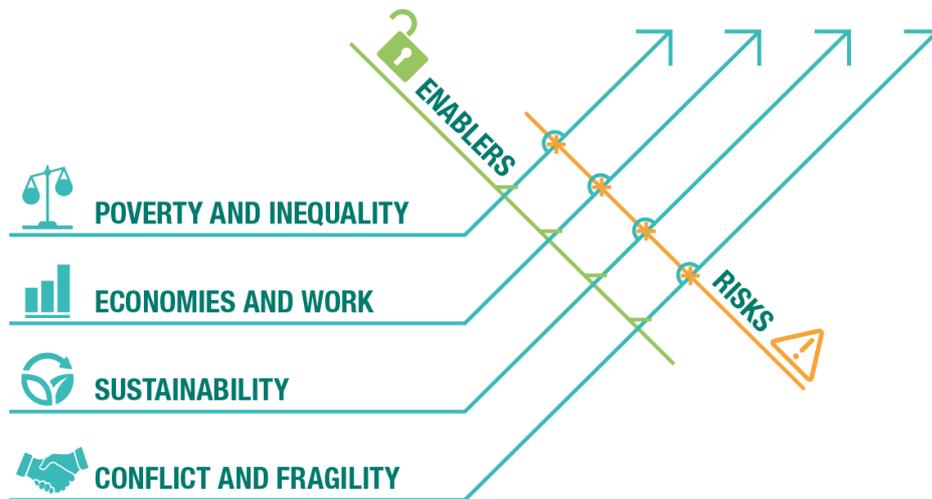
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

## Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



## Our values



### Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



### High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



### Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



### Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



### Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



### Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

## Job description

<b>Job Title:</b>	<b>Research Fellow</b>
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<b>Department/Group:</b>	<b>Public Finance and Institutions</b>
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<b>Responsible to:</b>	<b>Head of Programme</b>
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<b>Responsible for:</b>	<b>Research officers</b>
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### **Purpose of Job**

The Overseas Development Institute (ODI) is looking to appoint an exceptional candidate to take forward ODI's work on decentralization and local service delivery. The appointee would join ODI's Public Finance and Institutions Programme, which has a strong reputation globally for delivering high-quality policy-relevant research on public finance and public management, and for providing direct support to strengthen the capabilities of governments.

The successful candidate would be responsible for the further development of ODI's growing programme of applied research and public affairs work in this area. The candidate would also be required to work closely with teams who are providing direct support to partner governments predominantly in Sub-Saharan Africa.

### **Main Duties and Responsibilities**

#### **Research**

- Lead the development of a programme of policy-relevant research on aspects related to decentralization and local service delivery
- Support ODI staff and associates in the production of high-quality research outputs
- Explore opportunities for collaboration with other institutes working on similar research topics
- Assess, interpret and evaluate the outcomes of cutting-edge academic research, and develop ideas for the application to policy of research outcomes.

#### **Fundraising**

- Develop strong proposals for medium to long-term funding for ODI's work on more efficiency and equitable public spending

#### **Support Partnerships with Governments**

- Develop a strategy for using learning across different country engagements

- Explore opportunities with country teams to shape pieces of research that help to address practical problems that governments are grappling with

### **Project Management**

- Take responsibility for the implementation and administration of research, advisory and public affairs projects.
- Liaise with and report to donors, manage budgets and consultants and the inputs of other project partners
- Manage the inputs of staff, and other project team members including Research Officers (RO) and associates as appropriate, working on projects for which the post-holder is responsible
- Undertake general oversight of the work programme of particular ROs, as assigned by the Head of Programme.

### **Line management**

- Recruit, induct, develop, and support directly managed staff.
- Review resource needs and implement strategies to meet changing workloads of direct line reports.
- Conduct appraisals, set appropriate objectives and team/institutional priorities, monitor and manage performance against these.

### **Collegiate life**

Contribute to the Institute's collegiate life through:

- Such ODI series as the Working Papers, Research Studies, Briefing Papers, and journals
- Such ODI activities as discussion groups, lunchtime meetings, staff meetings, working groups, interviews, external representation
- Peer review and guidance to colleagues and/or other Group outputs
- Provide intellectual mentoring for less experienced research staff and support them as they begin to lead projects of their own

## **Person Specification**

The ideal candidate would have both a track record in developing policy-relevant research on decentralization and local service delivery as well as direct experience working in government or related institution engaging on related questions.

### ***Knowledge and Qualifications***

- A strong post-graduate qualification in a relevant discipline;
- Extensive and deep knowledge on decentralization and local service delivery

### ***Experience***

- Experience in research related to decentralization and local service delivery demonstrated by a track record of publications and reports;
- Experience working directly with policy makers

### ***Skills/Abilities***

- Strong analytical skills, a capacity to write clearly, and excellent organisational and oral communication skills
- A demonstrated capacity for policy advisory or public-affairs work, based on an analytical approach, and an innovative and creative communications ability.
- Project management skills
- Ability to translate research ideas into fundable projects
- Excellent communication abilities in relation to a wide variety of audiences
- Skills in negotiation, listening, communication of ideas, problem solving, decision making
- Ability to work as part of a team
- Time management skills, including managing a complex and varied workload
- The ability to speak French is also highly desirable

### **Key Relationships and Contacts**

**Internal:** Executive Director of ODI, Head of Programmes, Group staff, staff in Finance as relevant Associates and Interns as appropriate

**External:** Major donors, bi-laterals and multilateral organisations, including DFID, the World Bank/IMF, UN agencies, EU, DAC, bi-laterals, country governments, international and national NGOs. Academic institutions and individuals. Public institutions with an interest in development (schools, professional groups). Media as appropriate.

#### **Fundraising and joint project development.**

- DFID and other bilateral and multilateral donors and related organisations (EU, OECD, UN, World Bank etc.)
- Policy and advocacy staff at development NGOs, nationally and internationally
- Academics and other researchers, nationally and internationally

#### **All staff are expected to:**

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

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## Application process

**ODI job site:** <https://jobs.odi.org.uk>

**Closing date:** The closing date for receipt of applications is midnight, UK time, on: **Thursday, 10 October 2019**

**Expenses:** It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

## Terms of employment

**Location:** ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

**Salary:** £40,575 - £50,466 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

**Hours:** 09:30–17:30, Monday to Friday, 35 hours per week.

**Contract: Permanent** All contracts of employment are subject to a six-month probationary period.

**Leave:** 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

**Pension:** The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS). [www.usshq.co.uk](http://www.usshq.co.uk)

**Union:** ODI recognises UNITE and all staff have the right to become members.

## Additional benefits

**Loans:** The Institute offers an interest-free season ticket loan on completion of probationary period.

**Cycle to Work Scheme:** Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

**Employee assistance programme:** Confidential Health and wellbeing support.

**Flexible working options:** Support in maintaining a healthy work-life balance.

**Maternity, paternity and adoption leave:** Enhanced pay for eligible employees after a qualifying period.

**Relocation:** Assistance is available towards employees who have been recruited from a place outside the UK.

## Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.

Please note ODI can only sponsor (senior) positions requiring a PhD, or where there is a shortage of applications. We are obliged to give priority to those who do not need sponsorship when offering a job.



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