Application pack

Senior Research Fellow / Research Fellow: Protection, Principles, Politics-Humanitarian Policy Group

Ref.: HPG/02/20
Location: London
Closing date: Sunday, 21 June 2020

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee: Charity No: 228248. Registered in England and Wales: Company No: 661818.
Candidates are strongly advised to study ODI’s activities and objectives before completing an application form. Further information can be found on 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

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Research Fellow / Research Fellow: Protection, Principles and Politics</th>
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<tbody>
<tr>
<td>Department/Group:</td>
<td>Humanitarian Policy Group (HPG)</td>
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<td>Responsible to:</td>
<td>Director of HPG</td>
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<tr>
<td>Responsible for:</td>
<td>Line/task management and mentoring of researchers and interns as appropriate</td>
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**Purpose of Job**

To develop, fundraise for, conduct and manage high-quality and innovative research, policy advice and public affairs work with a view to informing, inspiring and critically analysing, humanitarian policy and programming at international and country level.

To develop, lead and manage one or more research themes within the HPG research strategy, including on protection, principles and politics of humanitarian action.

Depending on the qualifications and experience of the individual selected, the job will be graded either at the level of Senior Research Fellow or at level of Research Fellow.

**Main Duties and Responsibilities**

**Research and Funding**

- Support the delivery of Integrated Programmes’ project, ‘Advocating for humanity protection’.
- Lead on development of new concepts and ideas to extend intellectual understanding and inform policy within area of responsibility, implementing own programme of research, policy advice and public affairs, within overall HPG and ODI strategy frameworks.
- Lead develop research proposals, expressions of interest and full project proposals for commissioned work within area of responsibility, taking a leadership role in ensuring donor engagement.
- Seek external funding for commissioned research proposals to meet individual collective financial targets.
- Assess, interpret and evaluate the outcomes of research, and develop ideas for the application of research outcomes.
- Monitor and analyse developments in the external environment.
- Contribute to the development, planning and implementation of HPG’s and ODI’s strategy and annual plans, providing input on cross-HPG themes.
- Undertake frequent travel overseas for research related purposes.
Project Management
- Oversee and take responsibility for the implementation and administrative and financial management of research, advisory and public affairs projects within area of responsibility.
- Liaise with and report to donors, manage budgets and consultants and the inputs of other project partners
- Manage the work of staff working on own projects and other project team members, including ROs and associates as appropriate.
- Undertake general oversight of the work programme of ROs, as assigned by the Director of Programmes.

Policy Advice, Public Affairs, and Dissemination
- Design, in collaboration with Communications Managers, innovative and effective plans to support research uptake
- Author research reports, policy briefs and other documents for publication
- Disseminate the results of research through peer reviewed channels, the media, lunchtime meetings, conferences etc.
- Participate in relevant policy advisory and public affairs processes, events and meetings
- Carry out public affairs work, representing ideas, knowledge and institutional concerns with the aim of informing policy
- Sit on advisory committees for other research and advisory work, within and outside ODI
- Respond to ad hoc media requests in area of specialisation
- Use and build relevant networks within current and emerging groups of humanitarian actors and support the development of Group contracts
- Contribute to the external representation of HPG, including at meetings with current or potential donors;

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 individual researchers, research assistants and interns working on related projects.

Person Specification
**Essential**

**Senior Research Fellow**
These posts are intended for those with substantial research or analytical experience, including advisory work and public affairs. They should have a strong publication record, including analytical and public affairs work. Senior Research Fellows are expected to contribute to the development of policy research across a range of topics and to be viewed as an authority in their own field.

**Research Fellow**
Research Fellow positions require demonstrated experience in policy-relevant research and analysis or equivalent experience. They should have a record of some publication, analytical and public affairs work, and evidence of successful development, management and funding of a number of projects brought to a satisfactory conclusion.

**Knowledge and Qualifications**
- a degree and post-graduate qualification in a relevant discipline;
- extensive knowledge of issues related with conflict, protracted crises, civilian protection, and the politics of humanitarian action
- extensive knowledge of key issues and organisations in international development
- fluency in English, and preferably a good command of at least one other language.

**Experience**
- experience in policy-oriented research, demonstrated by a track record of publications and reports;
- extensive experience of working in or on conflict or crises contexts;

**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

**Desirable**
- experience of working in a conflict or protracted crisis
- experience of knowledge of a specific geographical location
- experience of working in international organizations
- a history of engagement in major policy processes
- active membership of professional associations and networks
- internationally recognised expert in their chosen field

**Key Relationships and Contacts**

| Internal: | Director of ODI, Director of Programmes, HPG staff, Communications staff, staff in Finance as relevant |
| Associates and Interns as appropriate |
| External: | Major donors, bi-laterals and multilateral organisations, including WFP, UNHCR, OCHA, UNICEF, other UN agencies, the World Bank, EU, DAC, bi-lateral organisations, developing country governments, international and national NGOs. Academic institutions and individuals. Public institutions with an interest in humanitarian and development issues (schools, professional groups). Media as appropriate. |

Fundraising and joint project development.
- Bilateral and multilateral donors and related organisations (EU, OECD, UN, World Bank etc.)
- UN agencies, especially those with a humanitarian mandate
- Policy and advocacy staff at humanitarian and development NGOs, nationally and internationally
- Non-Western humanitarian donors and organisations
- 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
Application process

ODI job site: https://jobs.odi.org.uk

Closing date: The closing date for receipt of applications is midnight, UK time, on: Sunday, 21 June 2020

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: Research Fellow £41,575- £51,466 Senior Research Fellow £51,467- £64,888 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

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.

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