



**Evidence.
Ideas.
Change.**

Application pack

Research Officer/Sr Research Officer: Land and sustainable natural resources governance

Ref.: CAS/03/2020

Location: London

Closing date: Friday, 25 September 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.



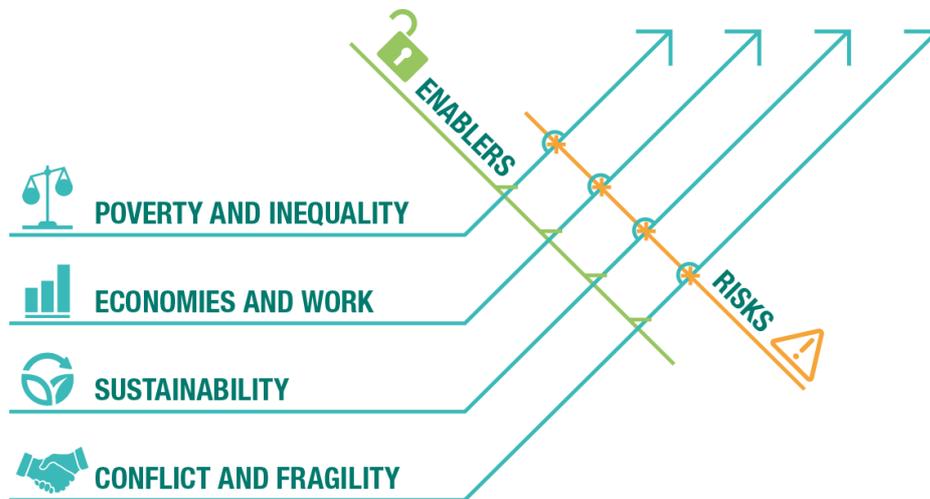
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden 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

Job Title:	Research Officer/ Senior Research Officer
Department/Group:	Climate and Sustainability
Responsible to:	Programme Leader/Research Fellow
Responsible for:	Interns

Purpose of Job

To contribute under the supervision of a Programme Leader or Research Fellow to developing, fundraising for, conducting and managing policy relevant, high-quality and innovative research, policy advice and public affairs programmes, broadly within the Institute's overall strategy and with the aim of inspiring and informing policy.

To contribute to policy research and advisory projects, generally cross-country and cross-institutional, engage with policymakers in research and advisory processes, and disseminate results.

The focus of the role will be supporting survey design, implementation and analysis for a range of work, including:

- Land and property rights and responsible investment; and
- Other workstreams related to sustainable natural resource production and consumption.

Main Duties and Responsibilities

Research and Funding:

- Contribute to the development of research proposals, expressions of interest and full project proposals;
- Liaising with donors and partner institutions on research programme funding issues and opportunities for collaboration;
- Specific technical inputs to ongoing research projects such as literature reviews, interviews, data analysis and preparing reports;
- Supporting research project activities or leading parts of research projects including field work, holding workshops, producing written outputs and preparing reports for donors, under the supervision of a Research Fellow.
- Undertake some travel overseas for research related purposes

Project Management:

- Under the overall direction of a Programme Leader or Research Fellow, liaising with and reporting to donors, managing budgets and consultants and the inputs of other project partners;
- Supervising interns and other short-term staff working within the team under the

direction of an RF.

Policy advice, public affairs and dissemination:

- Authoring or co-authoring research reports, policy briefs and other documents for publication;
- Organising meetings series and (multi-)media outputs from research projects
- Presentation of research results internally and externally at conferences and meetings nationally and internationally
- Disseminating research results through ODI web pages, the media, conferences, etc;
- Liaison and networking with a wide range of agencies including attending meetings on behalf of Programme and providing short meeting summaries for distribution within the team and more widely

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
- Intellectual exchanges with other research team members

Person Specification

Research Officer

Essential

Knowledge and Qualifications

- A degree and post-graduate degree in relevant discipline
- Active knowledge of key international institutions in the sector and beyond

Experience

- Experience in producing research outputs

Skills/Abilities

- Strong interpersonal skills with the ability to negotiate successfully and cultural awareness
- Excellent analytical and writing skills
- Good presentation and networking skills
- Multitasking skills
- Excellent IT skills (Word, Excel, Power Point)

- Demonstrable ability to use Stata (or equivalent statistical software) for descriptive of survey data, including data visualisation
- Ability to work in a team
- Willingness and ability to travel internationally on a frequent basis, which may include overnight and weekends on occasion.
- Ability to work on own initiative

Desirable

- Some developing country work experience
- Previous experience in an international policy development research environment, i.e. policy-oriented research, demonstrated by publications and reports, especially in natural resources or a related field and using quantitative data
- Knowledge and/or experience of research on the land and property rights and/or on fragile and conflict-affected contexts.
- Ability to use ArcGIS or QGIS software
- Experience in producing research outputs in a short period of time and for different audiences
- Some fieldwork experience (survey based, or qualitative)
- Experience of household survey design, implementation, quality assurance and management
- Fluency in a language other than English and competency in others
- Demonstrable ability to use Stata (or equivalent statistical software) for econometric analysis of survey data
- Ability to analyse qualitative data and knowledge of qualitative data storage packages
- Experience of editing

Senior Researcher Officer

Essential

Knowledge and Qualifications

- A degree and post-graduate degree in relevant discipline
- Active knowledge of key international institutions in the sector and beyond

Experience

- Some developing country work experience
- Significant experience in an international policy development research environment, i.e. policy-oriented research, demonstrated by publications and reports, especially in natural resources or a related field and using quantitative data
- Experience in producing research outputs in a short period of time and for different audiences

Skills/Abilities

- Strong interpersonal skills with the ability to negotiate successfully with a wide range of people and cultural awareness
- Excellent analytical and writing skills
- Strong presentation and networking skills
- Multitasking skills

- Demonstrable ability to use Stata (or equivalent statistical software) for descriptive and econometric analysis of survey data, including data visualisation
- Excellent IT skills (Word, Excel, Powerpoint)
- Ability to work in a team
- Willingness and ability to travel internationally, which may include overnight and weekends on occasion.
- Ability to work on own initiative and under minimal supervision, to accept responsibility and to respond with confidence to complex and evolving problems

Desirable

- Some fieldwork experience (survey based, or qualitative)
- Experience of household survey design, implementation, quality assurance and management
- Knowledge and/or experience of research on the land and property rights and/or on fragile and conflict affected contexts
- Ability to use ArcGIS or QGIS software
- Ability to analyse qualitative data
- Knowledge of qualitative data storage packages
- Experience of editing
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Key Relationships and Contacts

Internal:

Director of Programmes, Co-Director of Prindex, Programme Manager, programme colleagues, Group colleagues

External:

NGOs/donors/DfID

Local partners/individuals in country

Other research institutes/universities in the UK 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 asked 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: **Friday, 25 September 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: **£34,988 - £41,574 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 Choose an item. 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.

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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