



**Evidence.
Ideas.
Change.**

Application pack

Senior Research Fellow- Taxation: Development and Public Finance Programme (DPF)

Ref.: DPF/02/20

Location: London

Closing date: Monday, 30 November 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.



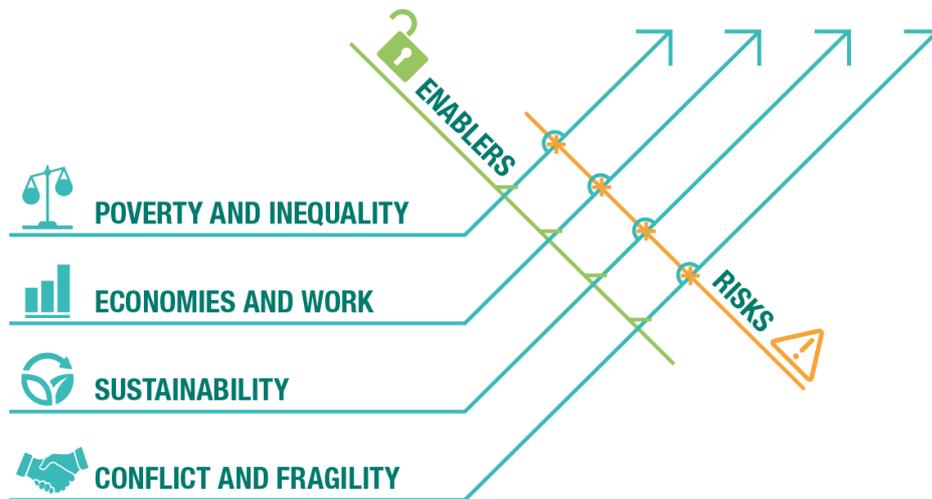
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden 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:	Senior Research Fellow - Taxation
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Department/Group:	Development and Public Finance
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Responsible to:	Director of Programme
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Responsible for:	RFs/ROs/Associates as appropriate
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Purpose of Job

The primary purpose of the job would be to advance ODI's work on taxation and public finance through advancing a programme of research and engagement in one or more of the following areas: i) the role of tax systems in supporting growth and economic development, ii) taxation and inequality and iii) the role of taxation in addressing climate change.

Tasks would include

- Developing, fundraising for, conducting and managing 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.
- Leading and contribute to policy research and advisory projects, making use of expertise across ODI, engaging with policymakers, donors and stakeholders in research and advisory processes and dissemination of results.
- To work closely with the rest of the ODI tax team in providing support to our country partnerships as part of the Centre for Tax Analysis in Developing Countries programme (TAXDEV) (in partnership with the Institute of Fiscal Studies) and contribute to the development of lesson-learning and policy research that draws on experience from our advisory work on tax.

Main Duties and Responsibilities

Research and Funding

- Developing programmes of high-quality, policy relevant research that can attract funding
- Develop new concepts and ideas to extend intellectual understanding and inform policy.
- 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 and management of the annual plans and medium- and long-term strategies of relevant research groups and programmes.
- Undertake travel overseas for research and advisory-related purposes, where valuable/feasible.
- Build strategic partnerships with funders to advance common interests

Policy Advice, Public Affairs, and Dissemination

- Author research reports, policy briefs and other communications for publication

- Carry out public affairs work, representing ideas, knowledge and institutional concerns with the aim of informing policy
- Disseminate the results of research through peer-reviewed channels, the media, lunchtime meetings, conferences etc.
- Respond to ad hoc media requests in area of specialisation
- Sit on advisory committees for other research and advisory work, within and outside ODI
- Use and build relevant networks and support the development of Programme contacts

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

Essential

Knowledge and Qualifications

- A strong post-graduate qualification in economics, or related field;
- Extensive and deep knowledge of tax systems, and especially tax policy and its role in supporting economic and social development;
- Fluency in English

Experience

- Experience in policy-oriented research related to public finance, demonstrated by a track record of publications and reports; and/or
- Experience in the design, review and analysis of tax policy

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 programmes of works

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- 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

Key Relationships and Contacts

Internal: Director of ODI, Director of Programme, Programme staff, staff in Finance as relevant Associates and Interns, as appropriate

External: Project delivery partners e.g. Institute for Fiscal Studies; Major funders, bilateral and multilateral organisations, including FCDO, the World Bank/IMF, UN agencies, EU, DAC, the Bill and Melinda Gates Foundation, developing country governments, international and national NGOs. Academic institutions and individuals. Public institutions with an interest in development (schools, professional groups). Media as appropriate.

All staff are expected to:

- Support equality of opportunity and diversity 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: **Monday, 30 November 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: £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: Open Ended 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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