



**Evidence.  
Ideas.  
Change.**

# Application pack

Senior Research Officer/Research Fellow/Senior  
Research Fellow

Ref.: IEDG0219

Location: London

Closing date: Saturday, 12 October 2019

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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.

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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.



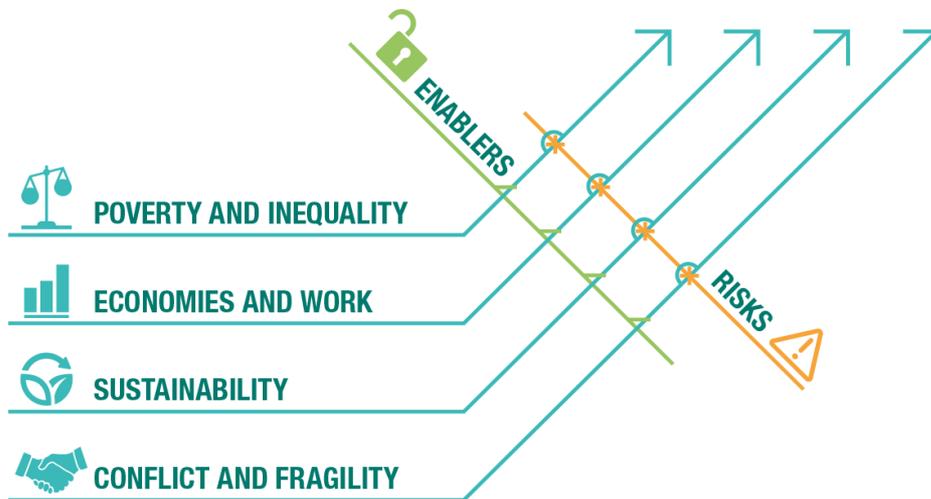
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden 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>Senior Research Officer</b>
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<b>Department/Group:</b>	<b>IEDG</b>
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<b>Responsible to:</b>	<b>Programme Leader/Research Fellow</b>
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<b>Responsible for:</b>	<b>Interns</b>
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### **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.

### **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**

### **Senior 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***

- Some developing country work experience
- Significant experience in an international policy development research environment, i.e. policy-oriented research, demonstrated by publications and reports
- 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
- Fluency in a language other than English and competency in others
- Excellent IT skills (Word, Excel, Powerpoint)
- 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 and under minimal supervision, to accept responsibility and to respond with confidence to complex and evolving problems

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***Desirable***

- Some fieldwork experience (survey based, or qualitative)
- Ability to analyse quantitative and qualitative data
- Knowledge of qualitative data storage packages
- Knowledge of qualitative data storage packages
- Experience of editing

**Key Relationships and Contacts**

Internal:

Director of Programmes, 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

<b>Job Title:</b>	<b>Research Fellow/ Senior Research Fellow</b>
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<b>Department/Group:</b>	<b>IEDG</b>
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<b>Responsible to:</b>	<b>Director of Programme</b>
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<b>Responsible for:</b>	<b>ROs/Interns as appropriate</b>
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<b>Purpose of Job</b>
<p>To develop, fundraise for, conduct and manage 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.</p> <p>To lead policy research and advisory projects, generally cross-country and cross-institutional, engage with policymakers in research and advisory processes, and disseminate results.</p>

<b>Main Duties and Responsibilities</b>
<p><b>Research and Funding</b></p> <ul style="list-style-type: none"> <li>• Develop research proposals, expressions of interest and full project proposals.</li> <li>• Seek external funding for research proposals both to sustain the RF's own professional activities and to contribute to the Institute's costs and to meet individual and collective financial targets.</li> <li>• Develop new concepts and ideas to extend intellectual understanding and inform policy.</li> <li>• Assess, interpret and evaluate the outcomes of research, and develop ideas for the application of research outcomes.</li> <li>• Monitor and analyse developments in the external environment</li> <li>• Contribute to the development and management of the annual plans and medium and long term strategies of relevant research groups and programmes.</li> <li>• Undertake frequent travel overseas for research related purposes.</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for the implementation and administrative and financial management of research, advisory and public affairs projects.</li> <li>• Liaise with and report to donors, manage budgets and consultants and the inputs of other project partners</li> <li>• Manage the work of staff working on the RF's own projects and other project team members, including ROs and associates as appropriate.</li> <li>• Undertake general oversight of the work programme of particular ROs, as assigned by the Director of Programmes.</li> </ul> <p><b>Policy Advice, Public Affairs, and Dissemination</b></p>

- Author research reports, policy briefs and other documents 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 Group contracts

### **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**

#### **Research Fellow**

Posts representing the initial appointment as Research Fellow, require substantial research or equivalent experience, a record of publication and public affairs, and clear evidence of successful development, management and funding of a number of projects brought to a satisfactory conclusion.

#### **Senior Research Fellow**

Posts normally requiring substantive years' experience in an RF position are intended for those displaying a substantial record of programme and project management, involving research, advisory work and public affairs. These Research Fellows are expected to contribute to development policy research across a range of topics and to be viewed as an authority in their own field. They are expected to assess and develop new areas of research in the Institute and to make a significant contribution to its general work.

### **Knowledge and Qualifications**

- a degree and post-graduate qualification in a relevant discipline;
- Extensive and deep 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 developing-country experience;

### **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**

- Fluency in a language other than English and competency in others
- experience of working in international organizations
- experience of extended 'immersion' in a development context (including spending time with marginalized or poor people)
- a history of engagement in major policy processes such as Parliamentary Select Committees and/or international initiatives
  
- regular contribution to academic journals, including in an editorial capacity
- 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, 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, developing 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.

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- 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: **Saturday, 12 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:** SRO £33,988 - £40,574/ RF £40,575 - £50,466/ SRF £50,467- £63,888 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 either three or a six-month probationary period, depending on the role contracted to.

**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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