

# Application pack

Research Officer/Senior Research Officer - GESI

Ref.: GESI0221

Location: London

Closing date: Wednesday, 01 December 2021

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ODI is an equal opportunities employer.

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 ([odi.org](http://odi.org)) is an independent, global think tank. We work to inspire people to act on injustice and inequality. Through research, convening and influencing, we generate ideas that matter for people and planet.

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.

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## 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 Officer or Senior Research Officer</b>
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<b>Department/Group:</b>	<b>GESI</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, short term consultants</b>
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### **Purpose of Job**

You will contribute, under the supervision of a Programme Leader or Research Fellow, to developing, fundraising, 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.

In particular, you will support the development and implementation of high-quality work in the area of gender equality and social inclusion. You will work on issues related to social inclusion and gender transformative actions and policy, applying an intersectional lens throughout.

You will contribute to policy research and advisory projects, which may be cross-country and cross-institutional, engage with policymakers in research and advisory processes, and disseminate results.

### **Main Duties and Responsibilities**

#### *Research and Funding:*

- Contributing to the development of research proposals on gender norms, equality and justice, intersectionality and social inclusion
- 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.
- Liaising with donors and partner institutions on research programme funding issues and opportunities for collaboration;
- Undertaking 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 the Programme/GESI and providing short meeting summaries for distribution within the team and more widely

*Collegiate life:*

Contribute to the Institute's collegiate life through:

- ODI series, such as the Working Papers, Research Studies, Briefing Papers, and journals
- ODI activities, such 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 to include gender norms, intersectionality and social inclusion
- Active knowledge of key international institutions in the international development sector and beyond
- Quantitative and qualitative research skills

***Experience***

- Experience in producing research outputs
- Experience in undertaking both quantitative and qualitative primary and secondary research
- Experience in conducting literature reviews

***Skills/Abilities***

- Strong interpersonal skills with the ability to negotiate successfully and cultural awareness
- Excellent analytical and writing skills

- Experience in producing research outputs in a short period of time and for different audiences
- Good presentation and networking skills
- multitasking skills
- Excellent IT skills (Word, Excel, Power Point)
- Ability to work in a team
- Willingness and ability to travel internationally, which may include overnight and weekends.
- Ability to work on own initiative

### ***Desirable***

- Work experience in a low or middle income country
- Previous experience in an international policy development research environment, i.e. policy-oriented research, demonstrated by publications and reports
- Fluency in a language other than English and competency in others
- Knowledge of qualitative and quantitative data analysis packages

### **Senior Research Officer**

#### **Essential**

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

- A degree and post-graduate degree in relevant discipline to include gender norms, intersectionality and social inclusion
- Active knowledge of key international institutions in the international development sector and beyond

#### ***Experience***

- Work experience in a low or middle income country
- 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
- Experience in undertaking both quantitative and qualitative primary and secondary research
- Experience in conducting literature reviews

#### ***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, which may include overnight and weekends.

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- Ability to work on own initiative and under minimal supervision, to accept responsibility and to respond with confidence to complex and evolving problems

***Desirable***

- Ability to analyse quantitative and qualitative data
- Knowledge of qualitative and quantitative data analysis packages

**Key Relationships and Contacts**

Internal:

Director of Programmes, Senior Research Fellows, Project Manager, programme colleagues, cross-institute working group colleagues

External:

NGOs/donors

Research partners, and 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

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## Application process

ODI job site: <https://odi.org/en/careers/>

## Terms of employment

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

**Salary:**

Research Officer - £29,492 - £34,988, grade 3;

Senior Research Officer - £34,988 - 41,575 per annum, grade 4 on ODI 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.ussq.co.uk](http://www.ussq.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.

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## 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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