Application pack

Principal Research Fellow / Senior Research Fellow - Humanitarian System Reform, Performance and Financing

Ref.: HPG/01/21
Location: Global, preference Washington/New York, Geneva, UK
Closing date: Sunday, 08 August 2021

Contents
An introduction to ODI.................................................................2
Job description ...........................................................................4
Application process.................................................................9
Terms of employment ................................................................9
Additional benefits .................................................................9
Other information .................................................................9

ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
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 (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.
Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.

Our values

<table>
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<tr>
<th>Independence</th>
<th>High quality</th>
<th>Fairness, diversity and equality</th>
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<tbody>
<tr>
<td>Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.</td>
<td>We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.</td>
<td>We treat all staff and partners fairly and with respect.</td>
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<tr>
<th>Working together</th>
<th>Transparency and accountability</th>
<th>Sustainability</th>
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<td>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.</td>
<td>We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.</td>
<td>We use resources in a sustainable way, conscious of our impact on the environment.</td>
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## Job description

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<tr>
<th><strong>Job Title:</strong></th>
<th>Principal Research Fellow / Senior Research Fellow - Humanitarian system reform, performance and financing</th>
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<tr>
<td><strong>Department/Group:</strong></td>
<td>Humanitarian Policy Group (HPG)</td>
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<td><strong>Responsible to:</strong></td>
<td>Director of Programme</td>
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<td><strong>Responsible for:</strong></td>
<td>Line/task management of researchers</td>
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### Profile

**Principal Research Fellows** are accomplished experts with extensive experience in policy or academic environments. As an expert and authority, a Principal Fellow will have designed, developed and delivered innovative policy and/or research programmes or initiatives. They will also have a substantial track record of team building and leadership, research and thought leadership, and influential policy engagement. They will be able to demonstrate significant impact from their policy or research work, and they will have an international profile and reputation.

**Senior Research Fellows** are specialists with a substantial record of research and policy development, advisory work and public affairs. Senior Fellows are expected to contribute to policy research across a range of topics and to be viewed as an authority in their own field. They will attract, develop and lead new areas of research and undertake a significant level of public and policy engagement.

### Purpose of Job

To inform and influence humanitarian policy and practice through high quality and innovative research, policy engagement and public affairs.

To develop, lead, deliver and fundraise for research programmes within the HPG research strategy.

To lead specific high-profile policy research and advisory projects, generally cross-country and cross-Institute, engaging with policymakers in research and advisory processes, and disseminating results.

To undertake senior-level representation and external engagement for the Institute on major research and policy agendas, interacting with senior officials and policymakers.
The role will build on a significant body of HPG research and policy engagement on humanitarian system futures and reform; the performance of the humanitarian system, including effectiveness, efficiency, leadership and coordination, and humanitarian system donorship and financing. The role will be responsible for providing strategic direction and designing and delivering future work in this area.

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

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<th>Main Duties and Responsibilities</th>
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<td><strong>Research and Advisory Work</strong></td>
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<td>• Establish a coherent body of research and/or advisory work that advances HPG’s mission and strengthens its reputation, including identifying new research agendas, designing robust research plans and building an appropriate network of internal and external partners to implement the programme(s).</td>
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<td>• Oversee the implementation, growth and evolution of the body of research and/or advisory work to maintain its policy relevance and public interest, including interpreting and evaluating the outcomes of research to strengthen originality and rigour.</td>
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<td>• Identify and work with partners and researchers, including from crisis-affected contexts, to design and undertake research, applying appropriate research methodologies.</td>
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<td>• Author peer reviewed reports, policy briefs, opinion pieces and other publications ensuring these are robust, policy-relevant and accessible to the target audience(s).</td>
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<td>• Undertake international travel for purposes related to research and policy engagement.</td>
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<td><strong>Policy Engagement, Public Affairs, and Dissemination</strong></td>
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<td>• Working with HPG communications colleagues, undertake an active programme of policy engagement and public affairs work to ensure research has a high level of impact on humanitarian policy, practice and debates.</td>
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<td>• Actively disseminate research findings and undertake policy engagement through advisory work, convening and engaging in public events, media work and social media engagement.</td>
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<td>• Provide senior level representation in major research and policy agendas to position ODI as an intellectual leader and influential actor.</td>
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<td>• Draw upon and strengthen relevant networks within international, regional and national networks of humanitarian actors and support the strengthening of HPG’s reach and influence.</td>
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<td>• Contribute to the external representation of HPG, including at meetings with current or potential donors.</td>
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<td><strong>Fundraising</strong></td>
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Secure external funding to contribute to HPG’s strategic agenda through a portfolio of research, policy engagement and advisory work, and ensure our financial sustainability.

Mentor or coach less-experienced colleagues to secure funding for their research and advisory work.

Maintain and strengthen relationships with relevant donors, coordinating closely with other colleagues.

Project and People Management

Contribute to the development and implementation of annual plans and long-term strategies for the Humanitarian Policy Group.

Take responsibility for project management, including overseeing spending, subgrants and contracts, consultants and the inputs of other project partners to ensure delivery to schedule, within budget and to a high standards.

Liaise with and report to project funders.

Undertake general oversight of the work of staff working on own body of research and advisory work, including RFs, ROs and Associates, in line with ODI’s management expectations.

Undertake general oversight of research fellows and officers, as assigned by the Director of Programme.

Line management

Recruit, induct, develop and support directly managed staff in accordance with ODI’s management expectation framework.

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.

Contribute to ODIs collegiate life through:

ODI activities such as discussion groups, public meetings, staff meetings, working groups, interviews, external representation.

Peer review and guidance to colleagues’ research papers and/or other outputs.

Provide intellectual mentoring for less experienced research staff and support them as they begin to lead projects of their own.

Actively seek out, create and promote opportunities for cross-ODI working.

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.
Person Specification

**Essential**
A humanitarian thought leader who combines both theoretical and practical knowledge and has extensive experience in innovating in this area.

**Knowledge and Qualifications**
- Recognised expert in humanitarian action
- A post-graduate degree in relevant discipline
- Extensive and deep knowledge of key humanitarian issues and organisations
- Fluency in English, and preferably a good command of at least one other language

**Experience**
- Extensive experience in policy-oriented research and/or direct policy formulation at a senior level, demonstrated by a track record of influential publications and/or delivery of major policy initiatives.
- Experience of leadership or management at senior level, including management and mentorship of staff.
- Strong track record of engagement in major global policy processes and/or with politicians and top-level officials, together with evidence of influencing decision making and discourse.
- Experience of designing complex research projects, including applying different research methodologies.
- Extensive experience of public affairs work, including representation, media engagement and communicating policy-relevant research findings.
- Experience of project delivery while maintaining complex stakeholder relationships
- Proven track record in both leading and being part of multi-disciplinary teams, building consensus and working in partnership in settings with competing incentives and cultures.
- Working in international organizations

**Skills/Abilities**
- Excellent research and analytical skills, a capacity to write clearly and persuasively, and first class oral communication skills.
- A demonstrated capacity for policy advisory and/or public affairs work, based on a rigorous approach, and an innovative and creative communications ability.
- Ability to translate research and policy ideas into compelling and fundable projects and initiatives.
- Skills in negotiation, listening, communication of ideas, problem solving, decision making.
- Ability to work effectively as part of a team, providing leadership, line management and mentoring for less senior staff.
- Proven organisational and time management skills, including managing a complex and varied workload.
- Proven ability to fundraise and build up a coherent portfolio of research and advisory work.

**Desirable**
- Extensive knowledge of a specific geographical location.
- Demonstrated capacity to develop new workstreams
- Experience of working in international organisations and in crisis contexts
- Regular contributions to academic journals, including in an editorial capacity.
- Active membership of professional associations and networks.

### Key Relationships and Contacts

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

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

Closing date: The closing date for receipt of applications is midnight, UK time, on:
Sunday, 08 August 2021

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK. The role location will be Global, preference Washington/New York, Geneva, UK

Salary: Competitive Reward Package

Contract: Open-ended. All contracts of employment are subject to a six-month probationary period.

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.