Application pack

Research Fellow or Senior Research Fellow - Forced Displacement

Ref.: HPG/02/21
Location: London
Closing date: Sunday, 22 August 2021

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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 (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

**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

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Research Fellow or Research Fellow - Forced displacement</th>
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<tbody>
<tr>
<td>Department/Group:</td>
<td>Humanitarian Policy Group (HPG)</td>
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<td>Responsible to:</td>
<td>Director of Programme</td>
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<td>Responsible for:</td>
<td>Line/task management of researchers</td>
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Profile

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.

Research Fellow positions require demonstrated experience in policy-relevant research and analysis or equivalent experience. They should have a record of some publication, analytical and public affairs work, and evidence of successful design management and funding of a number of projects brought to a satisfactory conclusion.

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

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 and policy programmes within the HPG research strategy focussing in particular on forced displacement.

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

To undertake representation and external engagement on forced displacement 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 forced displacement, ranging from country specific analysis and policy engagement on the CRRF, to more wide-ranging research analysing the implications of displacement for livelihoods, gender norms in displacement.

This position will lead an exciting new body of HPG work on climate, conflict and displacement, to be undertaken with climate experts, which will focus on the overlooked lived experience of affected populations. The postholder will also be responsible for a wide portfolio of displacement-related research and policy work, which provides an excellent opportunity for an individual with the experience and ability to develop and lead new agendas.
### Main Duties and Responsibilities

#### Research
- Lead on the design and delivery of a two-year, two-country climate, conflict and displacement research project, working with a specialist in climate adaption.
- Assist in the design and delivery of a range of displacement-focussed work within HPG and across ODI.
- Initiate, develop and implement own programmes of research, policy advice and public affairs, within overall HPG and ODI strategy frameworks.
- Author research reports, policy briefs and other documents for publication, and disseminate the results of research through journals, the media, lunchtime meetings, conferences etc.
- Identify and work with partners and researchers, including in displacement affected contexts, to design and undertake research, applying appropriate research methodologies.
- Oversee the planning and implementation of research and advisory programmes within area of responsibility.

#### Business, Project and Line Management
- Initiate and support the preparation and submission of bids and proposals, and participate in donor engagement and support HPG’s work on this theme.
- Contribute to the overall strategy and planning of HPG and ODI, providing input on cross-HPG themes.
- Take responsibility for the implementation, administrative and financial management of research, advisory and public affairs projects, managing the work of staff working on the RF’s own projects and other project team members.
- Provide mentoring and support to individual researchers, research assistants and interns working on related projects.
- Liaise with and report to donors, manage consultants and the inputs of other project partners.
- Contribute to the achievement of HPG’s financial targets.

#### Policy Advice, Public Affairs and Dissemination
- Design, in collaboration with Communications Managers, innovative and effective plans to support research uptake and policy engagement.
- Carry out public affairs work, representing ideas, knowledge and institutional concerns with the aim of informing policy.
- Work with communications colleagues to develop and deliver innovative communications strategies, including podcasts, social media and other channels.
- Disseminate the results of research through peer reviewed channels, the media, lunchtime meetings, conferences etc.
- Use and build relevant networks within current and emerging groups of humanitarian actors and support the development of HPG contacts.
- Contribute to the external representation of HPG, including at meetings with current or potential donors.

#### Collegiate life
- Undertake travel overseas as necessary and appropriate for the fulfilment of the above responsibilities.
- Contribute to the Institute’s collegiate life, in particular through cross-HPG research collaboration and ODI activities such as discussion groups, lunchtime meetings, staff meetings, working groups, interviews and peer review of written outputs.

### 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.
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.

Person specification

**Essential**

**Knowledge and Qualifications**
- a degree and post-graduate qualification in a relevant discipline;
- extensive knowledge of forced displacement and its impacts on different communities, as well as deep understanding of current displacement-related research and current policy agendas.
- extensive and deep knowledge of key humanitarian and development issues and organisations.
- 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 related to displacement
- experience of working in or on conflict or crisis contexts

**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, including in relation to social media
- demonstrated interest and ability to adapt, develop and apply experience and knowledge to new research and policy agendas within the displacement field
- project management skills
- proven strong writing skills in English
- ability to translate research ideas into fundable projects
- skills in negotiation, listening, communication of ideas, problem solving, decision making
- ability to work in partnership – including with partners from displacement affected contexts - and to work as part of a team
- time management skills, including managing a complex and varied workload

**Desirable**
- awareness of climate-related policy agendas and its implications for displacement
- experience or knowledge of a specific geographical location
- experience of applying different research methodologies
- experience of working in international organisations
- a history of engagement in major policy processes 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
Application process


Closing date: The closing date for receipt of applications is midnight, UK time, on: Sunday, 22 August 2021

Terms of employment

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

Salary: Research Fellow - £41,574 - £51,466; Senior Research Fellow - £51,466 - £64,888. 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: 2 years Fixed-term. 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](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.
**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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