



APPOINTMENT PACK

# Director of Humanitarian Policy Group

Ref.: HPGD0124  
Location: London  
8 September 2024

ODI 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.



Dear Candidate

Thank you for your interest in the role of Director of the Humanitarian Policy Group (HPG) at ODI.

If successful, you will be joining HPG at an exciting time, as the group embarks upon a new strategy and programme of work to strengthen outcomes for people affected by crises and to forge greater linkages across humanitarian, climate and development action. Your role will involve shaping and leading ODI's humanitarian agenda, managing a team of highly qualified and experienced professionals and delivering a multi-million pound, multi-faceted research and policy programme.

You couldn't be joining ODI at a more significant time. We are expanding our global presence and developing our advisory activities, as well as charting ways in which ODI can be even more effective in influencing positive change in the world. We've significantly widened our field of vision to be able to provide thoughtful insight and actionable ideas on geopolitics, international relations and wider global affairs. As conflict rises amidst significant global recalibration, ensuring our humanitarian agenda continues to evolve, and leveraging ODI's interdisciplinary expertise will be an important and fascinating aspect of this role.

We would love to hear from you if you are recognised expert in crisis response, with the experience to provide intellectual leadership to our humanitarian agenda and a strong track record of strategic leadership and business development.

Warmly,

A handwritten signature in black ink, appearing to read 'Sara Pantuliano', written in a cursive style.

**Sara Pantuliano**  
Chief Executive

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# An introduction to ODI and our values

## 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 200 staff, most of whom are researchers with the others 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 work

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

## Our values


We are passionate about our mission and work as one to achieve our purpose.

We are committed to being the best, striving for quality and excellence in everything we do. We work strategically to deliver shared goals. We are wholehearted in working to our stated values, codes of ethics & conduct.

We take care to work within the principles and boundaries set by the legislature, funders, regulators, and professional bodies.

We respect and celebrate the diversity of the places and cultures in which we operate.

We strive to be inclusive and are active in promoting a supportive work environment. We are proud to work for ODI, promoting the good reputation and image of the organisation, wherever we may be in the world.



ODI is evolving to make the focus on equity, inclusive growth, social justice and sustainability even more central to what we do. To achieve this, we will need to become a truly global and diverse organisation, with presence and networks in Europe, the United States and key emerging economies and markets.

# ODI Strategy 2021-2025

Our 2021-2025 strategy explains the rationale for and scope of ODI's new, larger global affairs focus. You won't be surprised to see that the expertise which you will provide is absolutely critical to achieving our goals.

The key elements of our strategy are:

- Expand our research and convening to influence global debates and address challenges facing rich and poor countries alike. We will engage beyond the traditional 'development sector' and lower-income countries, and ensure that our research remains groundbreaking and rigorous.
- Improve our ability to influence policy and practice. We will invest more, in more effective ways, in our strategic engagement and communications, policy outreach and advisory capacity.
- Invest in our people. Develop fit-for-purpose skills and experience, with the right expertise to deliver on our mission as a truly global think tank. Design and foster new, innovative ways of working and a motivated and forward-looking work culture.
- Strengthen ODI's environmental sustainability by tracking, publishing and reducing greenhouse gas emissions as a result of our work practices.
- Strengthen our financial resilience by improving our business model and diversifying our client and funding base, as well as improving the efficiency, effectiveness and cohesiveness of our portfolio of projects and activities.
- Develop new collaborative partnerships with organisations and individuals in our global network, including private sector organisations that share our commitment and ethos. In low-income countries, we will consciously design collaborative programmes to promote shared objectives and research capacity, and advance mutual financial sustainability.
- Become a more diverse organisation, with staff from different countries and cultures, producing work and holding events in different languages and, potentially, representation in countries other than the UK. The new ODI website will showcase a more diverse organisation that features the voices of those we partner with.

Read the full strategy here: <https://odi.org/en/publications/odi-strategy-2021-2025/>



ODI's independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



<b>Job Description</b>	
<b>Job Title</b>	<b>Director of Humanitarian Policy Group</b>
<b>Department</b>	<b>Humanitarian Policy Group (HPG)</b>
<b>Accountable To</b>	<b>Deputy Chief Executive and Managing Director</b>
<b>Responsible For</b>	<b>Principal and Senior Research Fellows and research team; Head, Humanitarian Practice Network; Senior Communications Manager</b>

### **Role Profile**

You will be a recognised expert in crisis response, with the experience to provide intellectual leadership to a diverse research and policy agenda and the ability to leverage ODI's expertise on development, climate and peace for how we engage in crises. A skilled communicator, you'll be adept at senior level influencing and convening with impact. You'll have a track record of strategic leadership and business development, with the ability to build, motivate and manage a talented team.

Directors of Programme are renowned experts, highly skilled in strategic leadership, business development and team management. You will be responsible for leading ODI's humanitarian agenda, managing a team of highly qualified and experienced professionals and for the successful delivery of a multi-million pound, multi-faceted research and policy programme. Directors of Programme work closely with the Senior Leadership Team to develop and deliver the services provided by ODI, working with other Directors across ODI to maximise impact from collaborative work. They influence and shape resources (intellectual, financial, staffing, physical, and technical) to meet the current and future needs of the organisation. They have a significant impact on the direction, strategy, objectives and results of ODI. They will be a member of the ODI Global Leadership Team.

### **Purpose of the job**

1. To develop, communicate and deliver a clear strategic vision for ODI's crisis and humanitarian work.
2. To seek out new business opportunities and develop initiatives that will promote the reputation and success of ODI as a think tank and as a business.
3. To represent HPG externally, liaising, networking and presenting at national and international events to raise the profile of the organisation and to build HPG's reach and influence.
4. To build and support a highly engaged and effective HPG team: modelling positive, impactful leadership, recruiting and developing skilled, motivated individuals; building trust; role modelling our values and codes of conduct; and managing performance.

5. To set and monitor overall standards of service to ensure the highest quality of outputs and to meet agreed donor objectives.
6. To develop, implement, monitor and evaluate operational plans and budgets, delegating day to day management responsibility to appropriate researchers / team managers.

### **Responsibilities and Duties**

- 1. *Provide strategic direction and thought leadership on crisis response and humanitarian action:***
  - Stay abreast of developments in humanitarian action and lead innovation and change to adapt HPG to an evolving context for crisis action that includes linkages across climate, development and peace
  - Set HPG's agenda within the context of the overall ODI strategy and within the sector, so that our work is forward looking and leverages ODI's inter-disciplinary expertise
  - Develop medium-term and periodic (mainly annual) strategies and plans for the programme to achieve programme goals, maintain HPG's leadership within the field, and ensure the programme is financially sustainable
  - Provide oversight and guidance to the HPG team to fulfil programme goals and ensure excellent quality and standards
  - Implement HPG's partnership approaches and application of decolonial agendas
- 2. *Lead and manage relevant staff, develop effective teams and uphold ODI's values:***
  - Directly line manage and supervise senior researchers and communicators and the Head of the Humanitarian Practice Network
  - Recruit, develop, support and manage performance of HPG staff
  - Develop and nurture an effective and high performing programme team that works well together, builds flexibility and capacity, and collaborates across ODI
  - Model and promote the application of ODI's values within the team and with others
- 3. *Lead HPG's policy influence & representation externally:***
  - Lead HPG's influencing and communications agenda, ensuring HPG's work is underpinned by strong influencing objectives, is engaging diverse audiences, and responding to developments in crisis contexts
  - Lead convening and undertake senior-level representation on humanitarian issues for ODI, with donors, governments, partner organisations, and the media
  - Develop HPG's partnerships and networks, including through actively participating in priority forums, events and meetings
- 4. *Lead business development for HPG:***
  - Develop and deliver business development strategies that further the goals and objectives of HPG

- Initiate, lead and oversee the development of new concepts and ideas, working with donors to attract their interest and engagement
- Lead and oversee funding proposals for the programme

**5. Undertake and oversee research and other programme work in the thematic area:**

- Oversee, coordinate and quality assure research and other programme work of the team
- Directly undertake research and/or expert analysis on humanitarian agendas

**6. Contribute to overall ODI leadership and strategic direction:**

- Participate in ODI's overall leadership and senior management forums to provide strategic direction and ensure alignment of ODI's work
- Contribute to ODI-wide strategic processes

**7. Collaborate with ODI's other programme teams to foster strategic alignment, multidisciplinary work and ensure functional support:**

- Collaborate and work with other programme teams to develop and deliver multidisciplinary work
- Work collaboratively with all ODI's functional teams to coordinate their support to HPG, and in particular, co-manage support from the business development, project management and policy influence and communications teams

**8. Undertake such other duties within the scope of the post as may be requested by their manager**

**Person specification**

**Knowledge and Qualifications**

- A degree and post-graduate qualification in a relevant discipline
- Recognised expert in humanitarian policy and deep knowledge of conflict and crisis contexts
- Experience of working in crisis contexts
- 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.
- Strong track record of engagement in major global policy processes and/or with senior officials in national governments, multi-lateral and bilateral agencies, NGOs and the private sector.
- Demonstrated capacity for policy advisory or public affairs work, based on an analytical approach, and an innovative and creative communications ability, including media engagement.
- Significant experience in leading, managing and developing staff and teams based on organisational purpose and values

- Significant management experience including of programmes, strategic and operational plans, and finances
- Existing relationships with potential funding agencies and a proven ability to fundraise, build and manage programmes of work

**Skills/Abilities**

- Ability to lead and manage a research, policy advice and public affairs team, including managing performance and developing staff
- Values-driven and exceptional integrity, including ensuring a safe working environment and equal opportunities for all
- Effective teamwork, inter-personal and collaboration skills, including ability to work in partnership – including with partners from crisis-affected contexts - and to work as part of a team
- Strategic thinking and collaborative strategy development
- Programme and financial management skills
- Strong interdisciplinary research skills
- Strong analytical skills, a capacity to write clearly, and communicate effectively
- Representation, public speaking and media skills

**Key Relationships and Contacts**

**Internal:** Chief Executive, Deputy Chief Executive/Managing Director, Director of Programmes, Communications and Programme Management colleagues. Research colleagues in other ODI programmes, especially those working in fragile and conflict settings.

**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. Media as appropriate.



ODI leads new thinking and future agendas to deliver transformational change and bring back a global sense of resilient, just and equitable prosperity.

# Application process

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

**Closing date for Applications:** 8 Sept 2024

**Interview date:** week commencing 27 Sept 2024

**Expenses:** Please contact the HR Department to discuss travel expenses for interview and to ensure their approval prior to booking.

## Terms of employment

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

**Salary: £80,560 - £99,640 per annum.** 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 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:** Generous company pension scheme. 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

**Flexible working options:** Support in maintaining a healthy work-life balance, e.g. part-time working, compressed hours, term-time.

**Hybrid working:** Working at the office/remotely within the UK.

**Maternity, paternity and adoption leave:** Enhanced pay for eligible employees after a qualifying period.

**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.

**Relocation:** Assistance is available towards employees who have been recruited from a place outside the UK.

ODI is committed to developing and supporting diverse and inclusive teams of people who share our passion, where we can all be ourselves and succeed on merit. We welcome applicants from a range of diverse backgrounds including those who experience intersectional marginalisation on the basis of their class, race, gender, sexual orientation, ethnicity, religious identity or belief, marriage and civil partnership, and pregnancy and maternity. We also welcome applications from those living with disabilities.

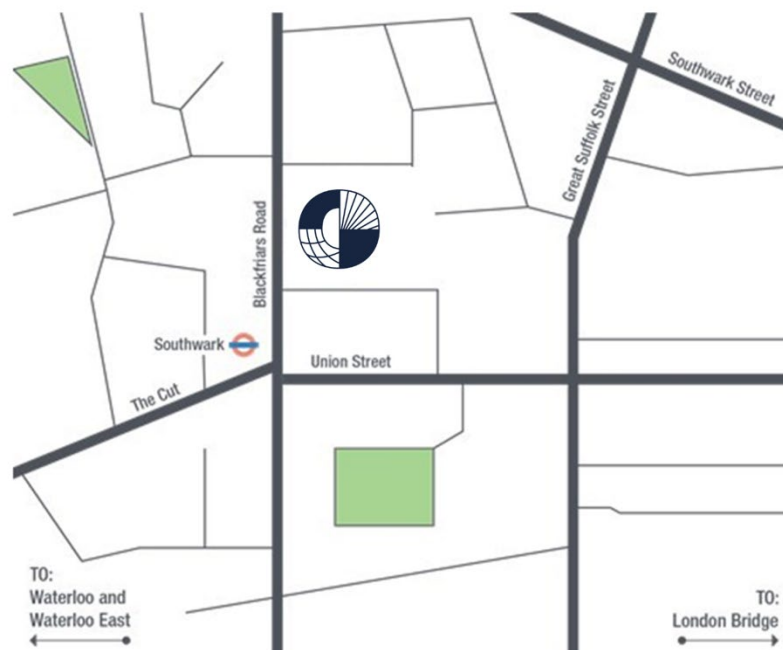
This post may be of interest to those keen to contribute to ODI's decolonisation agenda.

## Other information

ODI office is based at: 203 Blackfriars Road, London, SE1 8NJ.

The office is close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. Central location with good transport connections to all parts of London.

ODI office is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



ODI is an equal opportunities employer.

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[odi.org](http://odi.org)