



**Evidence.
Ideas.
Change.**

Application pack

Research Fellow/Senior Research Fellow - HPG

Ref.: HPG/01/2019

Location: London

Closing date: Thursday, 14 March 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.

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 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.



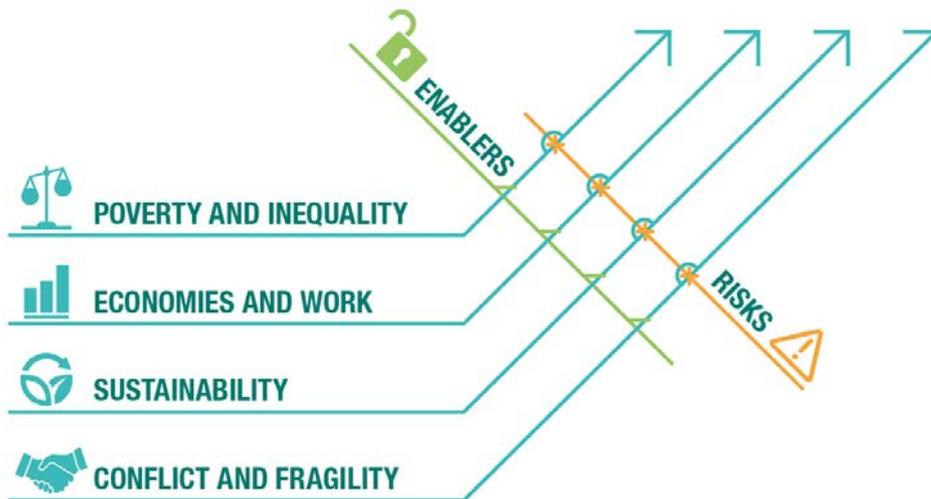
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden 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

Job Title:	Senior Research Fellow/Research Fellow
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Department/Group:	Humanitarian Policy Group (HPG)
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Responsible to:	Head of Programmes
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Responsible for:	Research fellows/Research officers as appropriate
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Purpose of Job
<p>To develop, fundraise for, conduct and manage high-quality and innovative research, policy advice and public affairs programmes on gender and/or displacement, broadly within HPG's overall strategy and with the aim of inspiring and informing policy and practice related to gender-responsive programming and assistance and/or forced displacement in conflict settings.</p> <p>To lead policy research and advisory projects, including across multiple countries, engage with policymakers in research and advisory processes, and disseminate results.</p>

Main Duties and Responsibilities
<p>Research and fundraising</p> <ul style="list-style-type: none">• Implement a multi-year research project on displacement and/or gender roles as part of HPG's integrated research programme.• Seek external funding for related research proposals and commissioned research projects to meet individual and collective financial targets.• Develop new concepts and ideas to extend intellectual understanding and inform policy.• Assess, interpret and evaluate the outcomes of research, and develop ideas for the application of research outcomes.• Monitor and analyse developments in the external environment• Working with the Head of HPG, contribute to the development and management of the HPG team, its two-year research programme and its contributions to the strategic objectives of ODI.• Undertake frequent travel overseas for research related purposes.

Project Management

- Take responsibility for the implementation and management of research, advisory and public affairs projects.
- Liaise with and report to donors, manage budgets and consultants and the inputs of other project partners
- Manage the work of staff and other project team members, including ROs and associates as appropriate.
- Undertake general oversight of the work programme of particular ROs, as assigned by the Head of Programmes.

Policy Advice, Public Affairs, and Dissemination

- Develop and author research reports, policy briefs and other documents for publication.
- Represent ideas, knowledge and research findings to relevant policy makers and practitioners with the aim of informing policy and practice.
- Disseminate the results of research through peer reviewed channels, the media, public and closed-door events meetings.
- 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 programme 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**

Research Fellow positions require demonstrated experience in policy-relevant research and analysis or equivalent experience, understanding of and experience with different research methodologies, 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

Senior Research Fellow positions require a substantial record of policy-relevant research and analysis or equivalent experience, demonstrated knowledge and use of different research methodologies, demonstrated ability to lead and manage a multidimensional research programme, involving research, advisory work and public affairs. Senior Research Fellows are expected to contribute to the development of policy-relevant 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 across ODI 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 humanitarian assistance and development, with a specific focus on gender responsive programming and/or forced displacement; and
- fluency in English, and preferably a good command of at least one other language.

Experience

- experience in policy-relevant research, demonstrated by an extensive track record of publications and reports; and
- extensive experience working on issues related to conflict-affected states;

Skills and Abilities

- strong analytical skills, a capacity to write clearly and analytically In English;
- demonstrated ability to interpret research findings for policy development and decision making;
- excellent oral communications skills; demonstrated ability to communicate complex concepts to a wide variety of audiences and stakeholders;
- demonstrated ability to manage projects and staff and ability to translate research ideas into fundable projects;
- skills in negotiation, listening, problem solving, decision making;
- a demonstrated ability to work as part of a team; and

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- excellent organisational and time management skills, including managing a complex, varied and time-sensitive workload and competing deadlines

Desirable

- fluency in a language other than English and competency in others;
- experience of working in international organisations;
- work experience in a crisis-affected country;
- a history of engagement in major national and/or international policy processes;
- regular contribution to academic journals, including in an editorial capacity;
- active membership of professional associations and networks; and
- internationally recognised expert in their chosen field

Key Relationships and Contacts

Internal: Head of HPG, HPG staff, staff in the humanitarian programmes cluster.

External: 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; media, as appropriate

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

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on:
Thursday, 14 March 2019

Interview date: 25 March 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: Research Fellow: £40,575 - £50,466 per annum

Senior Research Fellow: £50,467 to £63,888 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: All contracts of employment are subject to a three-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

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.

Learning and development: ODI offers a comprehensive Learning and Development programme, with training available to all staff at all levels in a range of skills areas.

Career progression: ODI provides biannual career progression opportunities to all staff, whether through our researcher career progression (promotion) route or through our non-researcher career development route.

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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