



**Evidence.
Ideas.
Change.**

Application pack

Senior Research Officer - International Economic Development Group

Ref.: IEDG/01/18

Location: London

Closing date: Sunday, 20 January 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.



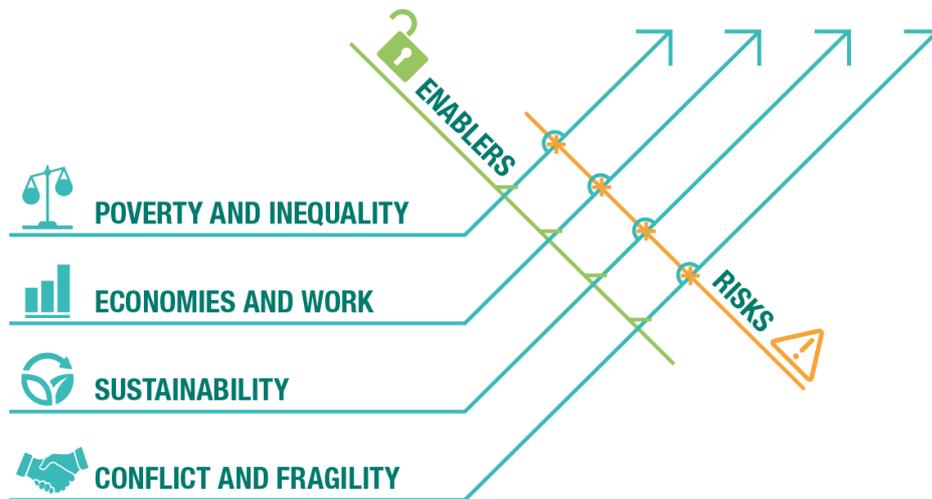
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden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

The International Economic Development Group (IEDG)

IEDG's mission

The International Economic Development Group (IEDG) aims to influence international and national economic policy relevant for prosperity in developing countries. We undertake high-quality innovative research in areas relevant to contemporary economic policy debates and make the results accessible to opinion-formers and policy-makers.

Each member of the research staff brings to this task a tool kit derived from an underlying academic discipline. Most of the issues addressed have an economic dimension, which needs to be taken into account in all of our research, as we expect all candidates to be well grounded in economics. but insights are sometimes obtained from other social science disciplines and law. An ability to combine the insights provided by several disciplines is welcome, as is a determination to ensure that analysis is grounded in empirical reality.

IEDG's role means that research priorities vary over time as the international debate evolves. In the recent past, our work has included path breaking work on the impact of development finance institutions, influential work on trade policy at the EU, WTO, Commonwealth and trade after Brexit, Aid for Trade, Macro-economic shock watch and designing and implementing new practical approaches to the study of economic transformation.

Our research extends beyond economic analysis to include policy advice to developing country governments and to the UK Department for International Development, the European Commission and Parliament, the World Bank and the World Trade Organization. The team works with other economists in Europe and in developing countries. There is also strong collaboration with other programmes. Projects range from multi-year multi-country comparative analysis to studies to answer immediate policy questions.

Where you fit into IEDG

Our work and team are organised around four thematic themes:

- Trade and trade policy (WTO, Brexit, Regional Integration, Aid for Trade, global value chains) – Maximilian Mendez-Parra, Neil Balchin, Linda Calabrese and Karishma Banga
- Private sector development (PSD) (FDI and development, entrepreneurial and management capabilities, business environment and market regulation) – Stephen Gelb and Aarti Krishnan
- International macro-economics and international finance (capital flows, macro-economic policy, international economic crises, project finance, DFIs) – Judith Tyson
- Supporting economic transformation (SET) (productivity, industrial policy, structural change) – a cross institute programme led by Dirk Willem te Velde and Georgia Cooke

In addition, IEDG works closely with a range of research associates (Sheila Page, Adrian Hewitt, Stephany Griffith-Jones, Ganeshan Wignaraja and Phyllis Papadavid) who have wide ranging expertise notably in the areas of trade, finance and economic development. The head of IEDG is Dirk Willem te Velde. IEDG's work is supported by Mobolaji Babalola (Programme Manager) and Georgia Cooke (Project Manager for SET).

Job description

Job Title:	Senior Research Officer
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Department/Group:	International Economic Development Group
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Responsible to:	Head of Programme/Research Fellow
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Responsible for:	Interns
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Purpose of Job

To contribute, under the supervision of a Research Fellow, to developing, fundraising for, conducting and managing policy-relevant, high-quality and innovative research and policy advice, within the Institute's overall strategy and the International Economic Development Group (IEDG) priority themes, with the aim of inspiring and informing policy.

The post holder will have a strong background in trade, economic transformation or economic development more widely

Main Duties and Responsibilities

Research and Funding:

- Undertaking research project activities or leading parts of research projects including field work, workshops, written outputs and reports for donors, under the supervision of a Research Fellow.
- Contributing to the development of research proposals, expressions of interest and full project proposals;
- Liaising with donors and partner institutions on research programme funding issues and opportunities for collaboration;
- Specific technical inputs to ongoing research projects, including on:
 - a) information/data collection (e.g. on the design and implementation of household surveys; focus group and key informant interviews; literature reviews),
 - b) analysis (e.g. household survey microdata analysis),
 - c) write up (e.g. drafting reports and briefings).
- Undertaking travel overseas for research related purposes.

Project Management:

- Under the overall direction of the 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 a Research Fellow.

Policy advice, public affairs and dissemination:

- Authoring or co-authoring research reports, policy briefs, survey reports, and other documents for publication;
- Organising meetings 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 IEDG Programme and providing short meeting summaries for distribution within the team and more widely.

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

Person Specification

Essential

Knowledge and Qualifications

- A degree and post-graduate degree in relevant discipline
- Knowledge of key issues in trade, investment and economic development
- Good knowledge of research methods, including of survey tools and data analysis techniques
- Active knowledge of key international institutions in the sector and beyond

Experience

- 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
- Developing country experience
- Experience in secondary analysis of quantitative and/or qualitative data that allows robust conclusions to be drawn, alongside clear inference on correlation or causation

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
- Excellent IT skills (Word, Excel, PowerPoint)
- Ability to work in a team
- Willingness and ability to travel internationally, which may include overnight and weekends on occasion
- Ability to work on own initiative and under minimal supervision, to accept responsibility and to respond with confidence to complex and evolving problems

Desirable

- Experience in trade policy in developing countries
- Demonstrable skills of data analysis
- Fluency in a language other than English

Key Relationships and Contacts

Internal:

Head of Programme, Programme Manager, Programme colleagues

External:

NGOs/donors/DfID

Local partners/individuals in country

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

Application process

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

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Sunday, 20 January 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: **£33,988 - £40,574 per annum** on ODI's 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: Permanent All contracts of employment are subject to a Choose an item. 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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