



**Evidence.  
Ideas.  
Change.**

# Application pack

## Research Officer/Senior Research Officer

Ref.: DSF/03/18

Location: London

Closing date: Sunday, 13 January 2019

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:  
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Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on [odi.org](http://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.



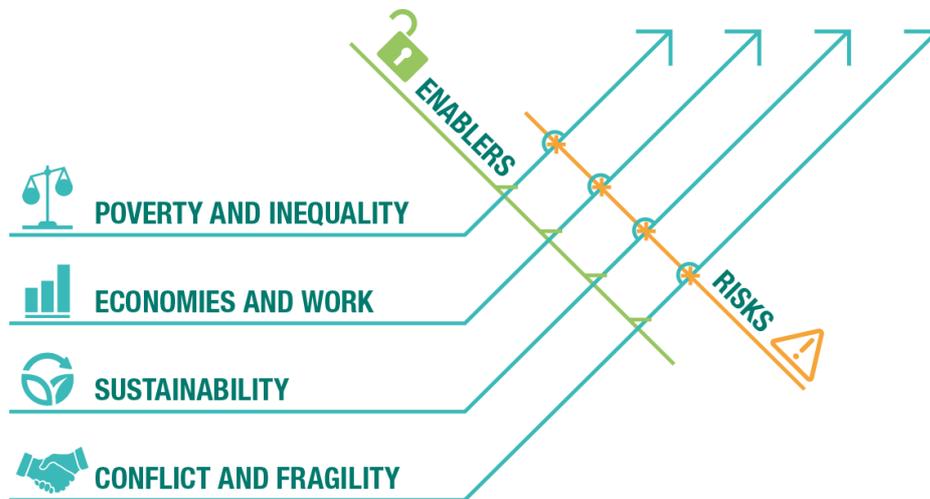
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden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

<b>Job Title:</b>	<b>Research Officer / Senior Research Officer</b>
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<b>Department/Group:</b>	<b>Development Strategy &amp; Finance</b>
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<b>Responsible to:</b>	<b>Senior Research Fellow</b>
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<b>Responsible for:</b>	<b>N/A</b>
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### **Purpose of Job**

To contribute – under the supervision of a Senior Research Fellow – to developing, fundraising for, conducting and managing policy relevant, high-quality and innovative research, policy advice and public affairs programmes, broadly within the Institute's overall strategy and with the aim of inspiring and informing policy.

To contribute to policy research and advisory projects undertaken by ODI's Development Strategy & Finance programme, engage with policymakers in research and advisory processes, and disseminate results.

### **Main Duties and Responsibilities**

#### *Research, Programme Development and fundraising:*

- Author or co-author research reports, policy briefs and other documents for publication
- Contribute to the development of research proposals, expressions of interest and full project proposals
- Liaise with donors and partner institutions on research programme funding issues and opportunities for collaboration
- Provide specific technical inputs to ongoing research projects such as literature reviews, interviews, data analysis and preparing reports
- Support research project activities or lead parts of research projects, including field work, holding workshops, producing written outputs and preparing reports for donors, under the supervision of a Senior Research Fellow
- Undertake some travel overseas for research related purposes

#### *Project Management:*

- Under the overall direction of a Senior Research Fellow, liaise with and report to donors, manage budgets and consultants and the inputs of other project partners
- Supervise interns and other short-term staff working within the team, under the direction of a Senior Research Fellow

#### *Policy advice, public affairs and dissemination:*

- Organise meetings, seminars and conferences
- Present research results internally and externally (nationally and internationally) at conferences and meetings

- Disseminate research results through blogs, social media, the media, conferences, etc
- Liaise and network with a wide range of stakeholders, including attending meetings on behalf of the Programme and providing short meeting summaries for distribution within the team and more widely

*Collegiate life:*

Contribute to the Institute's collegiate life through:

- ODI series such as the Working Papers, Research Studies, Briefing Papers, and journals
- ODI activities such as discussion groups, lunchtime meetings, staff meetings, working groups, interviews
- Intellectual exchanges with other research team members

## **Person Specification**

### **Research Officer**

#### **Essential**

#### ***Knowledge and Qualifications***

- A degree and post-graduate degree in relevant discipline
- Active knowledge of key issues and actors in development finance.

#### ***Experience***

- Experience in producing research outputs
- Experience of data and statistical analysis and managing large datasets, as well as rigorous qualitative data analysis

#### ***Skills/Abilities***

- Excellent research skills
- Strong interpersonal skills:
  - Presentation skills
  - Networking skills.
  - Cultural awareness,
  - Ability to negotiate successfully
  - Ability to work in a team.
- Excellent analytical and writing skills
  - Ability to write concisely and accurately in English for specialist and non-specialist audiences
- Excellent IT skills (Word, Excel, Power Point)
- Highly organised, Ability to work on own initiative, and to multitask.
- Willingness and ability to travel internationally, which may include overnight and weekends
- Commitment to ODI's vision and values

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**Desirable**

- Previous experience in an international policy development research environment, i.e. policy-oriented research, demonstrated by publications and reports
- Some fieldwork experience (survey based, or qualitative)
- Experience of working in a developing country
- Knowledge of qualitative data storage packages
- Experience of editing

**Senior Researcher Officer**

**Essential**

***Knowledge and Qualifications***

- A degree and post-graduate degree in relevant discipline
- Excellent understanding of current issues, actors and debates on development finance and international development finance architecture.

***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 to tight deadlines and for different audiences.
- Experience of data and statistical analysis and managing large datasets, as well as qualitative data analysis
- Experience of presenting to and networking with senior colleagues, policy makers and others.

***Skills/Abilities***

- Excellent research skills
- Excellent interpersonal skills:
  - Presentation and briefing skills
  - Networking skills.
  - Cultural awareness,
  - Ability to negotiate successfully
  - Ability to work in a team.
- Excellent analytical and writing skills.
  - Ability to write concisely and accurately in English for specialist and non-specialist audiences.
  - Ability to rapidly analyse policy proposals and research papers.
- Ability to work on own initiative and under minimal supervision, to accept responsibility and to respond with confidence to complex and evolving problems
- Excellent IT skills (Word, Excel, PowerPoint)
- Willingness and ability to travel internationally, which may include overnight and weekends on occasion
- Commitment to ODI's vision and values

**Desirable**

- Experience working in a developing country
- Some fieldwork experience (survey based, or qualitative)
- Knowledge of qualitative data storage packages
- Project management experience

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<b>Key Relationships and Contacts</b>
<p>Internal: Heads of Programmes, Senior Research Fellows and Research Associates, programme colleagues, other research, communications and operational colleagues</p> <p>External: Officials and policy makers national and international institutions Other think tanks, NGOs, opinion formers Local partners/individuals in country Other research institutes/universities in the UK and internationally</p>

**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

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## 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, 13 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: Research Officer: £28,492 - £33,987 per annum; Senior Research Officer: £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 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](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.

**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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