**Job description**

<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>Head of Government Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division</strong></td>
<td>Social Sciences</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Blavatnik School of Government</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Blavatnik School of Government, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG</td>
</tr>
<tr>
<td><strong>Grade and salary</strong></td>
<td>Competitive salary</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Full time or part time (minimum of 80% FTE) will be considered</td>
</tr>
<tr>
<td><strong>Contract type</strong></td>
<td>Fixed-term (4 years)</td>
</tr>
<tr>
<td><strong>Reporting to</strong></td>
<td>Director of Development</td>
</tr>
<tr>
<td><strong>Vacancy reference</strong></td>
<td>136623</td>
</tr>
<tr>
<td><strong>Additional information</strong></td>
<td>Closing date: 12 noon (UK time) Monday 10 September 2018</td>
</tr>
</tbody>
</table>

**The role**

At the Blavatnik School of Government, part of the University of Oxford, our vision is of a world better led, better served and better governed.

The postholder will lead our work to achieve two key aims of the Blavatnik School: to create a scholarship endowment to support a diverse group of future leaders; and to drive engagement by governments with our executive education for current public leaders.

A key goal of the School is to offer an outstanding degree education for those committed to public service. In so doing, we believe we can enhance the quality of public leadership across the world. To make this possible every year, our task is to build a significant endowment and spend-down scholarship fund. More specifically, it means: writing and creating tailored proposals; engaging with prospects and following through eventually to a gift; and imagining and curating the award scheme which follows.

A second goal of the School is to engage and support leaders in governments and international organizations around the world to deal with change in politics, technology, climate, global economic relations, and increasing social and cultural
tensions within societies. We seek to do this (1) by offering the best possible short courses for senior public leaders; (2) by creating joint research projects with governments (such as existing School projects RISE and the GOLab); (3) by finding other (financially sustainable) ways to be a trusted sounding board for senior government leaders. We are currently developing an Advanced Leaders Programme to provide an outstanding learning experience for leaders in public services around the world. To support this work, we need to build more focussed relationships with heads of senior talent management in governments around the world, apprising ourselves of their needs and resources, and building cohorts for our course.

The purpose of this role is to establish and manage strategic relationships with government and statutory organisations in key geographical areas to: (i) solicit and secure funding for endowed and spend-down scholarships for the Oxford MPP; (ii) engage governments/statutory organisations in the Advanced Leaders Programme, and to fund places on the programme for senior leaders; (iii) inform government/statutory organisations of the School’s existing research and creating new research partnerships, paid for by organisations; (iv) opportunity to collaborate with the School and its expertise as a sounding board, on a paid for basis.

The postholder will have developed excellent project management and interpersonal skills, facilitated effective collaborative working, influenced and supported staff at all levels to deliver successful large-scale, complex projects. It will be key for the postholder to design, develop and implement a strategy and operational plan to deliver these objectives across the School, determining measures of success and exploring steps towards sustainability for these activities. It is likely that frequent overseas travel will be required.

Responsibilities

Managing relationships and engagements
The postholder will join the School’s professional fundraising and development team and work closely with the Director of Development to establish and implement a strategy for raising the endowment of the scholarship scheme. The postholder will build and maintain relationships with key external partners and clients, undertaking:

- Rapid needs assessments and scoping engagements with high-level government officials to understand demands for School services in research, training and advisory services;
- Consultations with academics and thought leaders to understand pipeline of relevant research and opportunities for collaboration;
- Focused engagements with donors and research councils to understand investment strategies in research and training, and opportunities for the School to secure funding;
- Regular reviews of the external partner and funding landscapes and evaluations of the engagement strategy.

Recruiting senior officials to the Advanced Leaders Programme
The postholder will take a particular lead in promoting the Advanced Leaders Programme. Working closely with the Executive Education Manager, the postholder will be responsible for building relationships with key government partners to ensure a strong cohort of participants for the inaugural course. The postholder will:
• Develop a clear understanding of the initial programme and of the unique features of the programme and of the faculty teaching it;
• Identify the key individuals (e.g. heads of learning and development or talent management) in target governments and build relationships with them;
• Listen carefully to the needs and requirements of potential clients and ensure these are shared with the Executive Education Manager and with faculty and used to shape the programme;
• Contribute to the development of marketing collateral and materials (including online and interactive resources as appropriate), working closely with the External Relations team;
• Secure the participation of a minimum number of delegates to the first programme and establish the contracts and partnership agreements that will underpin repeat business.

Initiating the development of a portfolio of new programmes
Informed by the engagement and demand of relevant stakeholders and reflecting the School’s strategic priorities and capacity, the postholder will initiate the development of new programmes in research and education by:
• Reviewing the School’s existing portfolio of activities and programmes and its approach to global government engagement, working closely with colleagues in the Executive Office, External Relations, Development, Research Support and Executive Education;
• If appropriate, developing a new approach/strategy for global government engagement that aligns with School’s strategic vision and existing lines of work;
• Structuring, negotiating and co-developing business cases and funding proposals for new programme(s) that match the School’s priorities with demand from stakeholders;
• Recruiting and building high performing teams, where necessary;
• Driving alignment of teams’ work to the programmes’ strategy and implementation plans;
• Designing an analytical model to measure progress against strategy targets and performance metrics;
• Monitoring and reporting on the performance to ensure delivery in line with contractual obligations and performance metrics.

Contributing to teaching and research
Depending on previous experience of academic research and policy practice, the postholder may have the opportunity to contribute to the School’s research and teaching. This will depend on the achievement of other goals for which the role is responsible but could develop to include:
• Remaining up to date on the latest developments and trends across a specific area of research, politics and business and using this information to develop and inform new and existing activities;
• Contributing to content in key presentations, policy briefs, high-quality editorials and ‘think-piece’ articles to leverage and promote research outputs of the School;
• Contributing to the organization of high-impact seminars, conferences, etc.

Selection criteria

Essential
1. Track record of leading a team well to deliver significant projects that involve multiple components and individuals in a complex institutional environment. Experience of setting standards and objectives, and of managing people, time and resources effectively, efficiently and supportively.
2. Proven ability to think strategically to set direction for portfolios of programmes and projects and to take a leading role in developing a new work area within a complex institutional structure.
3. Demonstrable ability to be innovative, experiment and take initiative to leverage new opportunities.
4. Strong interpersonal and listening skills and a proven ability to build relationships with external stakeholders, which engender trust and confidence and enable collaborative working, cooperation and partnerships.
5. Excellent influencing skills with a track record of advising senior managers and working collaboratively to deliver a wider set of objectives. Can show the ability to inspire the confidence of the academic community, team members and other officers across the University.
6. Excellent communication skills in oral presentation and a variety of written formats, appropriate to the audience.
7. Strong attention to detail and experience of financial planning, budget management and reporting.
8. Strong understanding of policy-making culture and an ability to facilitate the alignment of research and policy-making. Comfortable operating at the nexus of policy and research.
9. Educated to degree level or the equivalent.
10. Prepared to undertake frequent overseas travel and, where necessary, to work flexibly (with the support of the post’s line manager) to meet the requirements of the post.

Desirable
10. PhD and/or postdoctoral experience in a policy relevant field of research.
11. Demonstrable experience of higher education administration, preferably in research and/or knowledge exchange management, or demonstrable success as a policy engagement practitioner.
12. Direct experience of working in a government or intergovernmental organisation including a keen appreciation of the pressures and priorities for senior public leaders.
13. Understanding and/or experience of Executive Education

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to
stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010. We accept around 120 MPP (Master of Public Policy) students and five doctoral students a year.

For more information please visit: www.bsg.ox.ac.uk.

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).
Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

**Information for priority candidates**

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

**Important information for candidates**

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

**Data privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/.

The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.
The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+.

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1-7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits