

BLAVATNIK SCHOOL OF GOVERNMENT

Job title	Executive Director – Pathways for Prosperity Commission
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 9: £46,336 - £53,691 (with discretionary range to 58,655) per annum
Hours	Full time
Contract type	Fixed-term to 31 December 2019
Reporting to	Chief Operating Officer
Vacancy reference	136836
Additional information	Closing date: 12 noon (UK time) Friday 5 October 2018

Overview of 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 Blavatnik School of Government is looking to recruit an outstanding professional with the skill and experience necessary to lead the team charged with delivering the Pathways for Prosperity Commission’s work over the coming 15 months. The Executive Director is the policy and operational lead for the Commission. Their primary responsibility is to ensure the successful delivery of the project: making sure the Commission achieves its research and engagement objectives, and remains on time and on budget.

The Commission’s goal is to enhance the lives and livelihoods of people living in developing countries, by giving policymakers agency to capture opportunities from emerging technologies, in particular for the poor and marginalized. It combines insights from academic research with in-country consultations and original data analysis to develop a positive policy agenda for a rapidly changing technological age. The Commission’s work is focused on two areas: inclusive economic growth and human development.

The Executive Director will become expert in the Commission’s findings and in the



policy issues across these areas, shaping the final outputs and identifying opportunities for the Commission's thought leadership. This position is the link point between the Academic Directors, the co-Chairs, the Commissioners and the Secretariat. The Executive Director will be responsible for facilitating the leadership and implementing the decisions of both Academic Directors, plus overseeing the work of the six person secretariat, including directly line managing the Head of Research and the Head of Communications/Events.

The role also requires significant stakeholder management and engagement. The Executive Director will take primary responsibility for all communications with the commissioners and the co-chairs, maximizing their input and engagement with the Commission. S/he will also be responsible for developing relationships with other key external stakeholders, including national governments, multi-lateral agencies, and private sector organizations. The objective of these partnerships is first to inform the Commission's findings, and second to ensure that the Commission's ideas gain traction across partner countries and in regional and global forums.

Responsibilities:

- To deliver the Commission's research, communications and engagement objectives, on time and on budget.
- To take primary responsibility for the Commission's relationships with its Commissioners and Co-Chairs, maximising their input and engagement.
- To facilitate the leadership, and implement the decisions, of both Academic Directors.
- To manage and inspire the Secretariat team, including the direct line management of the Head of Research and the Head of Communications and Events.
- To actively shape the Commission's research findings, policy conclusions and final outputs
- To develop influencing strategies for Commission's ideas, research findings and policy conclusions; including the shaping of communications and engagement plans.
- To build partnerships with relevant national, regional and global policy communities, as well as private sector organisations, to first inform and then to help disseminate the Commission's findings.
- To represent and promote the Commission externally to senior stakeholders.
- To design, convene and participate in Commission meetings.
- To proactively manage the relationship with, and provide reports to, the Commission's funder.
- To oversee and manage the Commission's budget, and to oversee all third party

contracts.

- To work collaboratively with the Blavatnik School of Government, linking the Commission's output with the School's wider work.
- To travel globally to support the activities of the Commission.
- Any other duties which are commensurate with the nature of this post.

Selection criteria

Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria.

Essential

Your application will be assessed against the following criteria:

1. Experience of successfully delivering complex, high-profile international development or public policy projects.
2. Skilled influencer: able to initiate, develop and sustain new professional relationships with key partners through first-rate interpersonal skills and clear, concise oral and written communications.
3. Able to represent the Commission with the most senior leaders of partner organisations.
4. Able to synthesise and analyse research, to oversee the production of clear and comprehensive reports on findings that will inform strategic decision-making.
5. Facilitate conceptual discussions with the Academic Co-Directors, and turning those ideas into concrete project activities and outcomes.
6. Accomplished leader: able to inspire and motivate staff; comfortable translating ambiguity into clarity to help staff deliver their goals; prepared to provide coaching and support to develop them; unafraid of difficult decisions.
7. Committed team-player: not constrained by organisational silos, eager to help others achieve shared goals, comfortable operating in a fast-moving environment and with continual change.
8. Personally excited and motivated by the mission of the Blavatnik School of Government and the Commission itself.
9. Experience of working with a global range of government/foundations/private individuals partners.
10. Hold an undergraduate degree in social sciences, international development, public policy or a related discipline.

Desirable

1. Hold a Master's degree in social sciences, international development, public policy or a related discipline.
2. Familiarity with, or interested in, the current state of development and inclusive growth research.
3. Experience of working as a senior executive in an organisation.

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/](http://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