

Job title	Case Writer, Case Centre on Public Leadership
Division	Social Sciences
Department	Blavatnik School of Government
Location	Blavatnik School of Government, Radcliffe Observatory Quarter, Oxford, OX2 6GG
Grade and salary	Grade 8: £41,526 - £49,553 (with discretionary range up to £54,131) per annum
Hours	Full time (37.5 hours per week)
Contract type	Fixed-term (2 years)
Reporting to	Case Centre Director
Vacancy reference	140062
Additional information	Whilst the role is a grade 8 position, we would be willing to consider candidates with potential but less experience who are seeking a development opportunity, for which an initial appointment would be at grade 7, £38,017– £40,322 p.a., with the responsibilities adjusted accordingly. This would be discussed with applicants at interview/appointment where appropriate.
Closing date	The closing date for applications is 12:00 noon UK time, 18 October 2019.

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 one of the newest departments at the University of Oxford. We have established the Case Centre on Public Leadership to enhance the School's capabilities for participant-centred learning. We are looking for an experienced case writer who can work with the School's faculty leadership to develop a culture and practice of case writing and teaching. The individual is ideally deeply motivated to improve the practice of government through teaching materials. The individual has experience with managing case projects from start to finish, including working with faculty who may be unfamiliar with case writing as a pedagogical tool.



Specifically, the Case Writer will work closely with the Director, faculty and associated practitioners to develop case studies and other course materials, including case supplements, abridgements, background notes, teaching notes, and multimedia products.

The work entails project management, document research, interviewing, drafting a case narrative, and constructing case exhibits. The selected individual will have excellent organisational, writing and interpersonal skills, and an ability to meet deadlines and conduct in-depth fact-checking and information searches. The Case Writer will contribute to the production of high-quality case studies which may address potentially contentious or sensitive situations or policies. The Case Writer will also contribute to the development and institutionalising of the policies and practices of the Case Centre.

The title of Senior Case Writer may be awarded to a postholder with appropriate experience.

The postholder will report to the Case Centre Director.

Responsibilities

- Support the development of the case study methodology in the School, including providing training to faculty on how to write and teach case studies as needed.
- Manage the conceptualisation and planning of case studies. This will include setting task objectives, organising and assigning work to other members of the case team and coaching other members on the specific methodology of case writing.
- Lead in the development and writing of case studies and related materials, guiding and working with academics to translate their research into case studies applicable to policymakers around the world. This will require taking complex research ideas, concepts and methodologies and applying them to new situations.
- Conduct interviews, document review, and other research to gather necessary details for case studies and supplementary materials. This may include on-site visits for data collection.
- Lead in the development of a training event for faculty on the use of case studies in the classroom.
- Develop other training initiatives to support the use of case studies as a pedagogical tool.
- Work with faculty and practitioners to identify and document policy situations that could be used as case studies.
- Develop and manage relationships with external partners in developing case studies, which may include accessing confidential materials.
- Have responsibility for obtaining formal approvals from the School and external partner organisations about case study development to ensure compliance with University and School policies.
- Produce charts and other visual materials to accompany case studies.
- Manage other case writers or consultants who may assist the case writing team, including contributing to their development.

- Promote the Centre and the School to drive interest in case studies from potential educators and contributors.
- Work with the communications team to develop web content to promote the Centre's work.
- Contribute to the development and execution of the Case Centre's strategy to support its growth.
- Coordinate and monitor the implementation of the Centre's initiatives to enhance the School's and the Centre's impact.
- Identify potential development opportunities and bring them to the attention of the Director.
- Present case studies at external conferences and events as required.

Selection criteria

- Experience in developing, managing and writing case studies or similar such pedagogical materials.
- Outstanding communications skills with the ability to write and present complex material in a compelling and engaging way to a range of audiences.
- Maturity and discretion to engage with very senior practitioners about potentially sensitive issues in their organisations.
- Strong writing and research skills, as well as excellent analytical, communications, and interviewing skills.
- Experience of working effectively to demanding deadlines, and planning and managing own project workload, including budget where appropriate.
- Project management experience.
- Understanding of current policy and public administration issues.
- Flexibility, adaptability, and the ability to multitask, focus, and write quickly and effectively.
- Ability to work collaboratively and independently while establishing strong working relationships and taking direction from one or more project leaders.
- Ability to give and receive feedback.
- Ability to work in both academic and government settings, and with interviewing government officials and policymakers.
- Experience training educators in case study teaching methods or similar such pedagogy.
- Post-graduate degree or equivalent combination of undergraduate degree and relevant experience.

Desirable selection criteria

- Experience with nurturing a culture around participant-centred learning.
- Experience of working in a public policy setting and interacting with senior policy makers on a regular basis.
- Experience in new programme development.
- Experience providing management or administrative support for a developing team.
- Familiarity with the work of a research-intensive university.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/.

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/organisation

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 three 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

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. 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+/.

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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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 staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk.

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including 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/.

Disabled staff

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

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/.

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.