

Job description

Job title	IGC Economist for Reducing State Fragilities Initiative
Division	Social Science Division
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 7: £32,817 - £40,322 per annum (with a discretionary range to £44,045)
Hours	Full time
Contract type	Fixed-term for 2 years
Reporting to	Fellow of Practice – Strategic Projects (BSG) and Reducing State Fragilities Manager (LSE)
Vacancy reference	142413
Closing date	12 noon GMT Wednesday 23 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 [International Growth Centre](#) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges, focusing on four themes: state effectiveness, firms, cities and energy. IGC's current partner countries include Bangladesh, Ethiopia, Ghana, India, Mozambique, Myanmar, Pakistan, Rwanda, Sierra Leone, Tanzania, Uganda and Zambia. We also have flexible engagements in a number of fragile and conflict-affected states, including Liberia, South Sudan and Somaliland. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is funded primarily by the UK Department for International Development (DFID), with support from the Bill & Melinda Gates Foundation and other foundations and research grants.

Reducing State Fragilities is a new policy initiative of the IGC, led by Professor Sir Paul Collier and based primarily at the Blavatnik School of Government, University of Oxford.



The initiative takes forward the work of the IGC-hosted LSE-Oxford Commission on State Fragility, Growth and Development. Reducing State Fragilities will work with researchers and policy actors to support the design and implementation of policies to reduce different dimensions of state fragility. The initiative will involve synthesising evidence in key areas to inform policy decision-making and commissioning research to fill gaps in the understanding of state fragility as well as direct engagement with policy actors. Areas of focus include limited state capacity, weak state legitimacy, fragmented social identity and deep societal fractures, conflict, security and violence, weak resilience and a particular emphasis on private sector development. The initiative will participate in global policy debates and engage at the national level with governments and other policy actors during pivotal moments. Reducing State Fragilities will work closely with the IGC's Responsive Policy Function Team to manage and coordinate engagements in countries where there are active responsive engagements, and with the Country Programme when engaging in countries where the IGC has a resident country team.

The IGC Economist will support the Reducing State Fragilities Manager and Global Engagement Lead on in-country policy engagements (together with the Responsive Policy Function Team or Country Programme where relevant) and global influencing activities (including with multilateral institutions and policy communities), as well as the development of Reducing State Fragilities' research portfolio, with the aim of maximising policy impact.

Responsibilities

1. Management and coordination of Reducing State Fragilities activities

- Lead on the management and coordination of Reducing State Fragilities activities from London or Oxford, with an expectation of frequent travel and extended visits in-country.
- Support the Reducing State Fragilities Manager and Global Engagement Lead on the following tasks:
 - Programme management of country and global engagements, including keeping work plans updated, drafting terms of reference documents, securing project approvals, budget management, forecasting, ensuring value for money, and reporting on impact.
 - Facilitating development of research, policy and synthesis projects to address Reducing State Fragilities' demands and priorities, including building relationships with policy stakeholders and identifying relevant researchers and sources of data.
 - Dissemination of research and policy publications, event organisation and ensuring the IGC website is updated to reflect all publications and events.
- Join weekly Reducing State Fragilities team meetings; attend regular meetings at the IGC Hub office in London.

2. Support the thought leadership of the policy initiative leadership

- Become an expert in the research findings and typical policy issues faced by countries in this area; identify opportunities for thought leadership.
- Build relationships and networks with researchers, practitioners and organisations working in related areas, engaging them on relevant topics and/or actively involving them in Reducing State Fragilities' activities; build and liaise with a network of stakeholders.

- Support researchers in engaging with national, regional and global policy communities, with the aim of maximising the policy impact of IGC work in the area of state fragility.
- Support development and commissioning of potentially high-impact and policy-relevant new research.
- Undertake comprehensive and systematic policy analysis and synthesise research findings for a policy audience, in the form of growth briefs, policy papers, policy toolkits and for presentations at conferences or public meetings.
- Contribute to discussions and share research findings with colleagues in partner institutions.
- Work with IGC country teams and/or Responsive Policy Function staff to undertake country-specific analysis based on specific policy demands
- Work with policymakers and practitioners to co-produce case studies outlining the successes and challenges of various policy reforms to facilitate cross-country learning.
- Build and liaise with a growing network of researchers, policymakers, practitioners in developing and disseminating content and putting this into practice.

3. Amplifying the impact of the Initiative

- Work with Reducing State Fragilities Manager and Global Engagement Lead to support IGC Country Programme, Responsive Policy Function, research and communications teams
- Liaise with relevant IGC resident country teams, Responsive Policy Function staff and other IGC staff (notably the Policy Director and communications team) to develop appropriate strategies for dissemination of publications and policy engagement.
- Work with the IGC communications team to support the planning of larger IGC conferences.
- Lead on the distribution of Reducing State Fragilities' research and policy findings across the IGC network
- Support cross-country learning, working closely with the Country Programme, Responsive Policy Function and Monitoring, Evaluation and Learning team.
- Support on reporting for donors, demonstrating IGC policy impact.
- Work closely with IGC Hub in contributing to the wider policy influencing strategies and strengthen IGC's policy engagement on state fragility.

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Selection criteria

Essential selection criteria

- Possession of MSc/MPA/MPP degree in economics, public policy/administration, development economics, or a related discipline by closing date of post.
- Experience of programme management and understanding of monitoring and evaluation methods and processes in the field of development economics or a related area.
- Demonstrated understanding of quantitative analysis and policy-relevant economic research, and the ability to undertake policy analysis.
- Demonstrated expertise in the area of state fragility and economic issues of relevance in fragile contexts, such as macroeconomic management, taxation, and public financial management.
- Ability to construct clear and concise arguments to facilitate the translation of research into policy recommendations, and the ability to manage own research and associated activities.
- Evidence of excellent written and oral communication skills, in particular evidence of explaining technical information to non-specialist audiences.
- Demonstrated ability to work as part of a team, preferably in a developing country context and the ability to work with a range of teams across a large and complex organisation
- Willingness to travel to Africa, South Asia and Middle East frequently and engage with stakeholders in these regions.
- Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.
- Evidence of the ability to work independently as a dynamic self-starter with minimum supervision.
- Evidence of attending to detail while producing timely work.

Desirable selection criteria

- Experience of coordinating research or policy projects and supporting policy dialogue.
- Demonstrated strong ability to interact with policymakers, such as past work with government officials, NGOs, think tanks and aid agencies.
- Ability to contribute to networking by identifying key people to foster working relationships with.

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 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 department(s).

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 receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

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.