

## Job Description

<b>Job title</b>	Senior Fellow of Practice in the Management of Public Organisations
<b>Division</b>	Social Sciences
<b>Department</b>	Blavatnik School of Government
<b>Location</b>	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Competitive
<b>Hours</b>	Part-time (at least 0.2FTE, averaged over the year) up to full-time
<b>Contract type</b>	Fixed-term; 3 years, with possibility of extension
<b>Reporting to</b>	The Dean
<b>Vacancy reference</b>	141418
<b>Closing date</b>	12 noon GMT on Monday 14 October 2019

## Overview of Post

The Blavatnik School of Government exists to support and inspire better government around the world through teaching, research and policy engagement. A strategic priority for us is to grow our expertise and impact in the management of public service delivery, building on a number of exciting education opportunities and research projects already at the School.

To that end, we wish to appoint an exceptional public sector leader to contribute to the management teaching on our MPP and executive education programmes. The Senior Fellow of Practice, who may hold the position part-time (minimum one day per week) in order to accommodate existing public-service commitments, will have an outstanding track record of managing complex public sector operations in challenging environments, and an ability to draw lessons relevant for a wider audience.

She or he will have an aptitude for supporting and nurturing future talent, and an enthusiasm for further developing these skills in a classroom setting with a diverse, international cohort. The successful candidate will understand the opportunities and limitations of developing management skills outside of the workplace, seek creative



ways to engage students and prepare them for the challenges of public service, and reflect on specific learning requirements of different kinds of students (degree, executive) at different career stages (early, mid-, senior).

### **Main duties and responsibilities**

1. To design and deliver high-quality management teaching relevant to the needs of participants on the School's degree and/or executive education programmes. This could include producing case studies (supported by the School's Case Centre), simulations, problem-solving exercises and other innovative teaching materials.
2. To advise senior and junior faculty on how to increase the impact of the School's management education and research.
3. To support the development of networks, partnerships and collaborations that could enhance the School's management research and education, including its impact with policymakers.
4. To contribute to fund-raising and programme development to further strengthen the School's work in this area.
5. To contribute to the general academic and administrative work of the School in a cooperative and collegial way.

### **Person specification**

#### **Essential**

- A track record of distinguished achievement in public service.
- Considerable experience in senior leadership positions in public organizations, to include successfully managing policymaking, large budgets, complex projects and human resources in challenging political, financial and regulatory circumstances.
- A reflective practitioner with a track record of personal development and an ability to draw lessons from personal experience relevant for wider audiences.
- Experience of successfully supporting and nurturing future talent, and an enthusiasm for developing these skills in a classroom setting with diverse, high-potential students.
- An ability to bridge the theory-practice divide in management studies.
- An undergraduate degree in a relevant discipline or equivalent significant experience in business, public policy, or another relevant domain.

## Desirable

- Training in management or related fields; e.g. MBA, MPP, MPA, PhD, professional qualifications.
- Commentaries and publications on topical issues and challenges in public sector management.

## 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 is one of the youngest and most vibrant departments of the University of Oxford. It was founded in 2010, thanks to a £75 million donation by American philanthropist Leonard Blavatnik. We accept around 120 MPP (Master of Public Policy) students and five doctoral students a year. Uniquely, the School is anchored across all four of the academic divisions of the University: the social sciences; humanities; mathematics, physical and life sciences; and medical sciences. The School's goal is to improve the quality of government and public policy-making worldwide, so that citizens can enjoy more secure and more fulfilled lives. It is pursuing this goal through three priorities:

- **Teaching:** delivering transformative teaching programmes that combine deep expertise with analytical thinking and practical skills.
- **Research:** producing and communicating rigorous applied research, often in collaboration with public and private sector innovators, which addresses urgent policy challenges.
- **Engagement:** forging networks that enable policy leaders to learn from each other and from top scholars to generate solutions and to share best practice.

At the School, we treat everyone with dignity and respect; and are comfortable working with people from diverse backgrounds and with different perspectives.

For more information, please visit: [www.bsg.ox.ac.uk](http://www.bsg.ox.ac.uk)

## 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](http://www.ox.ac.uk/about/organisation)

## 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](http://www.ox.ac.uk/about/jobs/preemploymentscreening)

## 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/](http://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 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](mailto: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](http://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/](http://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/](http://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 69<sup>th</sup> 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+/](http://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+/](http://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

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides 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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Information for international staff

The University offers support and advice to international staff, including 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/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### 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](http://www.welcome.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](http://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](http://www.admin.ox.ac.uk/childcare).

### Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space.

See: [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### 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](http://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/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

## Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).