Job description and selection criteria

Job title	Research Officer (People Lab)
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6: £29,176 - £34,804 (with a discretionary range to £38,017) per annum
Hours	Full time
Contract type	Fixed term until 30 September 2021
Reporting to	Executive Director of the People Lab
Vacancy reference	143499
Closing date	12 noon GMT on Friday, 15 November 2019

Overview of the role

We want to improve government across the world – by improving people management. Across the world governments are failing – not because they lack good policies, but because they lack the people to frame and to implement them. Recruiting, motivating and retaining brilliant, determined, and entrepreneurial people in the public service is an urgent but difficult challenge faced by countries across the world.

The People Lab – created by the Blavatnik School of Government, in partnership with Fundação BRAVA – aims to improve the motivation, responsiveness and effectiveness of people working in government, by creating and spreading the evidence base for a better government workforce, and by fostering a network of scholars and practitioners from both the private and public sectors.

We are seeking to appoint a Research Officer to support the People Lab's activities. We are looking for someone with the energy and drive to help build a global hub of expertise for people management.

Reporting to People Lab's Executive Director, the post holder will be responsible for the provision of research support across the breadth of the Lab.

The successful candidate should hold a Master's degree in a relevant discipline (e.g. (public policy, public administration, organizational design/behavior, behavioral science and/or public sector innovation) and have the ability to manage their own research and administrative activities. They should be equipped with excellent communications skills, and have experience of following and adapting methodologies.

Responsibilities/duties

- Provide research assistance to the People Lab's Executive Director to scope people management studies and innovative solutions in the public sector, and to build the research agenda of the People Lab.

- Collaborate and support the Academic Co-Directors of the People Lab with research assistance.

- Contribute to wider project planning, including ideas for new research and policy projects within the scope of the Lab.

- Manage own research and administrative activities, within guidelines provided by senior colleagues.

- Help manage research workshops and conferences run through the Lab – developing workshop outlines, creating invite lists, writing briefing notes, and helping run these events.

- Contribute to the design of research materials and data gathering.

- Gather, analyse, and present qualitative and/or quantitative data from a variety of sources.

- Assist the People Lab's Executive Director in helping develop a network of top academics and practitioners in the public and private sectors, advancing the Lab's role as the leading hub for aggregating and disseminating knowledge relating to improving the motivation, responsiveness and effectiveness of people working in government.

- Help develop influencing strategies for the Lab's ideas, research findings and policy conclusions; including the shaping of communications and engagement plans.

- To represent and promote the Lab externally to senior stakeholders.

- To work collaboratively with the Blavatnik School of Government, linking the Lab's output with the School's wider work, and to contribute to the overall development of the School's profile as a world- leading provider of public policy education, training and research of the highest academic standard.

- Support the day-to-day administration of the Lab's research.

- 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

- Hold a Master's degree in a relevant discipline (e.g. public policy, public management, organizational design/behavior, behavioral science and/or public sector innovation), together with some relevant experience.

- Possess sufficient specialist knowledge to engage critically with established research programmes.

- Ability to manage own research and administrative activities.

- Excellent communication skills, including the ability to write text that can be published, present data at conferences, and represent the research group at meetings.

- Experience of following and adapting methodologies.

- A strong belief in the mission of the People Lab: to improve people management in government, and an ability to engage eloquently with prospective partners and practitioners on its importance and potential impact.

Desirable

- Experience of working in a research team and contributing ideas for new research projects.

- Experience carrying out applied research and working with governments.

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.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

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.