

Job description and selection criteria

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| Job title | Project Officer for the Delivery Approaches Research (DAR) programme |
| 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 per annum |
| Hours | Full-time |
| Contract type | Fixed term to 15 March 2022 (externally funded) |
| Reporting to | DAR Research Manager |
| Vacancy reference | 143587 |
| Closing date | 12 noon GMT, Wednesday 13 November 2019 |

The Post

Overview of the DAR Programme

The Blavatnik School of Government is working in partnership with the Education Commission on a 3-year programme funded by the Department for International Development to build evidence around the impact of Delivery Approaches in education in developing countries across three country cases. The objective of the programme is threefold:

1. produce world-class, peer-reviewed research and evidence on the use and impact of Delivery Approaches in developing countries;
2. ensure that the evidence is shared with policy makers in an effective and timely manner to assist them in developing and implementing policies that better serve their



citizens, including specific feedback in case study countries for iterative policy and programming; and,

3. catalyse greater evidence-based understanding on Delivery Approaches among development practitioners including in multilateral development banks, UNICEF, and the Global Partnership for Education.

Overview of the role

The postholder will be the central point of contact at the Blavatnik School for the DAR programme and manage the day-to-day administrative and financial activities in accordance with University and DfID administrative and financial requirements. The role will be based in Oxford and led by the Co-Directors Calum Miller, Clare Lever and Martin Williams and line managed by the Research Manager.

It will be key for the successful postholder to work closely with the other members of the DAR programme team, the Education Commission and School research support teams to ensure the smooth running of the work packages and in-country research of the programme. Tasks will include partner engagement, co-ordination and contract management, the organization of events and meetings, management and implementation of logistical arrangements, and follow-up activities. Being able to use initiative to identify solutions to problems as well as providing excellent administrative, financial and communications support will be key to the role.

The Project Officer will be required to make key decisions in terms of the implementation of expected outputs, as well as managing ongoing quality control across the programme. This will involve careful and extensive record keeping and organisational skills. As such, it is expected that this role will contribute to key project reports, contractual management/negotiations and partner discussions.

The role may also include working closely with the finance and research support teams on other research projects within the School.

Responsibilities/duties

Administrative and Financial Management

- Coordinating with the Research Manager on the management of contracts, quality assurance of outputs by country teams and stakeholder engagement.
- Support the Co-Directors in planning and implementation of activities of the DAR Programme in accordance with the agreed timeline.
- Produce and manage project and delivery plans, tracking activities and following up on action points arising from meetings.
- Manage and co-ordinate procurement activities of the programme in line with the regulations of the University, Education Commission and DfID.
- Respond to enquiries, regularly providing advice on financial, administrative and contractual procedures and policies.

- Collate, analyse and present both quantitative and qualitative data and produce clear and comprehensive reports on findings that will inform strategic decision-making.
- Compile and distribute financial reports and forecasts to Education Commission/DfID as required (in collaboration with the School's research support team).
- Ensure financial transactions are carried out in accordance with the University and Education Commission/DfID financial regulations e.g. process invoices, expense claims and payment requests deal with anomalies in conjunction with the School's Finance team.
- Maintain good working relationships with key suppliers/partners, The Education Commission and the School/Universities Research support team, and be proactive in resolving issues.

General Management

- Be the first point of contact for the DAR Programme, responding to general enquiries, as well as communicating directly with the co-directors and the staff at Oxford and in the field.
- Manage all administrative arrangements for training, meetings and events including room booking, catering, travel and accommodation arrangements for staff, compiling agendas and drafting minutes.
- Manage administrative procedures and make suggestions for improvements as appropriate.
- Enable the implementation of project-related communications activities.
- Collect, compile and organise background materials, documents and other materials for meetings, summaries of actions to be taken and ensure necessary follow-up.
- Assist the co-directors in compiling project reports and project-related documents.
- Assist co-directors in staff recruitment: prepare job adverts, job descriptions and further particulars, and compile interview schedules.
- Lead on any other duties as deemed appropriate by the Co-Directors and School Research support team that are commensurate with the grade of this role.

This is a full-time job, but there is some flexibility in organizing work arrangements.

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 an undergraduate degree, or equivalent.
- Experience in contract and budget management and demonstrable skills in writing financial reports and ensuring financial compliance.

- Excellent team working skills with a flexible can-do approach, self-motivation, resilience and a willingness to adapt to the changing needs and priorities.
- Excellent organisational skills with attention to detail and accuracy.
- Ability to interpret, apply and communicate regulations and procedures.
- Good IT skills including experience in the use of the Microsoft Office Suite, particularly Word and Excel, and the ability to learn new systems.
- The ability to take initiative and a willingness to take on a variety of different tasks, organise own workload and work to deadlines in the presence of conflicting priorities.
- Ability to develop and nurture collaborative relationships and networks.
- Capacity to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others.

Desirable

- Experience of administration a DfID funded grant (or equivalent) or equivalent large grant, including experience of interpreting financial policies and compliance rules.
- Experience of working with international partners in a research setting.

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/](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 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+/-](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

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.