Job description and selection criteria

Job title	**Data Steward – Government Outcomes (GO) Lab)**
Division	**Social Science Division**
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)**
Hours	**Full-time**
Contract type	**Fixed-term to 31 March 2023**
Reporting to	**GO Lab Research Director**
Vacancy reference	**147081**
Closing date	**12 noon (UK time), Monday 28 September 2020**

The role

Data on programmes intended to improve social outcomes is growing rapidly but is matched by fragmentation, complexity and interoperability challenges. The Data Steward will proactively initiate, facilitate and coordinate data to improve the performance of public services and overseas development assistance. The Data Steward will play an integral role within the Government Outcomes Lab (GO Lab), reporting to the project manager and Research Director. The postholder is a member of a research group and has responsibility for data stewardship and systems support for a global array of public-facing project information on cross-sector partnerships, including Social Impact Bonds and Development Impact Bonds.

Better data for better social outcomes

The Government Outcomes Lab (GO Lab) aims to play a facilitating role in global efforts towards better data use for better social outcomes. Based at the Blavatnik School of Government in the University of Oxford, our contribution is to convene an "International Network for Data on Impact and Government Outcomes" or "INDIGO."

INDIGO is a community of peers from different countries, sectors and policy domains with an interest in sharing data about the design, implementation and evaluation of cross sector collaborations to address complex social problems. We believe that helping more people share and use quality data will improve both the efficiency and effectiveness of these projects.

Responsibilities

- Manage a multifaceted database of detailed, collaboratively produced project information by designing and maintaining data processes to assure data quality within guidelines provided by senior colleagues.

- Describe data and data process to senior civil servants, research colleagues and a broad community of practitioner stakeholders.

- Track data in-flows and processes and liaise with colleagues to prepare emergent trends analysis.

- Maintain a robust quality assurance process and work with collaborators to deal with any verification issues or ambiguities post-publication.

- Map available data against existing and emergent open data standards and pursue opportunities to collaborate with other open data initiatives.

- Prepare, cleanse and transform data for use in data visualisations (both in development and update stages).

- Contribute to wider project planning, and maintaining communications with an engaged network of data users, including developing ideas for new research projects.

- Contribute to research publications, book chapters and reviews.

- Responsible for the day-to-day administration of the database.

- Represent the research group at external meetings and seminars, either with other members of the group or alone.

Selection criteria

Essential selection criteria

- Hold a relevant first degree (e.g. a social science discipline with a strong quantitative component, statistics or demography).

- Hold (or be working towards) a Masters in data science or other course with strong quantitative analysis component; or hold professional experience of a comparable level.

- Understanding of, or experience with, data cleaning and reproducible data analysis in Python or R, and with working with relational databases and JSON structured data.
- Passionate about working with government to improve public services and deliver better social outcomes.
- 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 detailed data processes.
- Interest in open government, open data, civic tech or data science for good.
- Meticulous attention to detail and confidence in identifying and relaying issues to senior colleagues.
- Ability to manage and prioritise own time against a diverse array of data activities.

Desirable selection criteria

- Experience of designing and conducting qualitative research, either independently or as part of a wider research project.
- A Master's degree in a relevant topic.

The Government Outcomes Lab

The Government Outcomes Lab (GO Lab) is a centre of academic research and practice based at the Blavatnik School of Government at the University of Oxford. We investigate Government's role in unlocking effective cross-sector partnerships to improve social outcomes, and we provide actionable recommendations to those undertaking this way of working.

The GO Lab comprises academic researchers in public administration, social policy, law and economics. These researchers are joined by a team of professionals with a public service and voluntary sector background who lead on policy and practice engagement. As a flagship research centre in Oxford's Blavatnik School of Government, the team has unique access to a world-leading faculty of experts on all aspects of government, and has attracted a large international network of leading thinkers and practitioners.

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.

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.

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: https://www.jobs.ox.ac.uk/pre-employment-checks.

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 https://hrsystems.admin.ox.ac.uk/recruitment-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: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

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 https://hr.admin.ox.ac.uk/staff-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 https://www.sport.ox.ac.uk/

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 https://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 https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

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 https://hr.admin.ox.ac.uk/my-family-care

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 https://childcare.admin.ox.ac.uk/home

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 https://edu.admin.ox.ac.uk/disabled-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 https://edu.admin.ox.ac.uk/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.