

BLAVATNIK SCHOOL OF GOVERNMENT

Job title	Research Coordinator (COP26 Fellowship – Global Economic Governance Programme)
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 per annum
Hours	Variable hours (5-10 per week)
Contract type	Fixed-term until 31 Dec 2021.
Reporting to	Dr Thomas Hale, Associate Professor
Vacancy reference	147529
Additional information	Closing date: 12 noon (UK time) on Wednesday, 30 September 2020

Research topic	Strengthening non-state climate action
Principal Investigator / supervisor	Dr Thomas Hale, Associate Professor
Project team	Global Economic Governance Programme
Project web site	https://www.geg.ox.ac.uk/research/climate-south
Funding partner	The funds supporting this research project are provided by the Volkswagen Foundation and the UKRI-funded PCAN COP26 Fellowship

The role

In the lead-up to the UN climate conference in Glasgow next year, the post holder will support Dr Thomas Hale in his role as COP26 Fellow on a project entitled, “From “Groundswell” to “All of Society”: How local governments, business, and civil society can contribute to the implementation phase of the Paris Agreement.”

One of the most extraordinary innovations in climate governance—indeed, in global governance more broadly—in recent years is the growing role of cities, provinces,



businesses, investors, civil society, and other sub-national and non-state actors. But as the climate regime shifts from negotiation to implementation, the role of sub/non-state actors must evolve as well. COP26 represents a critical opportunity to advance this change. The objective of this project is to inform policymaking around the future role of sub/non-state actors within the UNFCCC, and to help deliver a decision at COP26 on how to further strengthen the “action agenda” in the regime.

Reporting to Dr Hale, the Research Coordinator will be responsible for supporting research and convening for the project. The potholder will select, and adapt specialist methodologies, contribute to the design of research materials and make arrangements for data gathering. They will manage data gathering, analysis and presentation, and represent the project at meetings and seminars. The postholder will have the opportunity contribute to wider project planning, including generation of ideas for new projects, and work closely with the Galvanizing the Groundswell of Climate Actions network to manage regular stakeholder engagement calls.

The successful candidate will have a hold an undergraduate degree, together with some relevant experience and will be working toward a postgraduate degree in a relevant, specialist discipline. They will possess sufficient specialist knowledge to work within established research programmes; and will have the ability to manage own research and administrative activities. Excellent communication skills, along with experience following and adapting methodologies, is essential.

This post would be appropriate for a current research student or recent graduate. The average time commitment required is likely 5-10 hours per week.

Responsibilities

- Contribute to wider project planning, including ideas for new research projects
- Select, follow, and adapt specialist methodologies to confirm or refute theories, and identify suitable alternatives where information or research material is restricted
- Contribute to the design of research materials and make arrangements for data gathering
- Gather, analyse, and present qualitative and/or quantitative data from a variety of sources
- Contribute to research publications, book chapters and reviews
- Work with the Galvanizing the Groundswell of Climate Actions network to manage regular stakeholder engagement calls:
 - Confirming relevant speakers for each call
 - Soliciting and written inputs in advance of each call
 - Circulating notes / follow ups from the call

- Maintaining the list of participants
- Represent the research group at external meetings/seminars, either with other members of the group or alone
- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups

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/.

Selection criteria

Essential selection criteria

- Hold an undergraduate degree, together with some relevant experience
- Working toward a postgraduate degree in a specialist discipline
- Possess sufficient specialist knowledge in the discipline to work within 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

Desirable selection criteria

- Experience of contributing to research publications
- Experience of working in a research team and contributing ideas for new research projects
- Professional experience engaging with diplomatic or multilateral processes
- Climate policy experience

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, a supporting statement and a writing sample. 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.