

FURTHER PARTICULARS

Seminar Leaders for Evidence in Public Policy Blavatnik School of Government, Oxford

Overview of role

The Blavatnik School of Government is seeking to engage up to six Seminar Leaders to join the teaching team of the Evidence in Public Policy course within the Master in Public Policy (MPP) in Hilary Term 2021. The Evidence in Public Policy core course focuses on teaching students how to interpret, critique, design, and commission impact evaluations, and how to use them in practice in policy contexts.

As a Seminar Leader, you will have the opportunity to lead seminars, attend lectures, assess student work, and be involved in the broader life of the school.

You will be undertaking research in a relevant field and have excellent communication and organizational skills. Familiarity with quantitative approaches to impact evaluation is essential; familiarity with qualitative approaches to impact evaluation is desirable but not essential. Relevant previous experience is desirable, but not essential. You will be required to undertake the Social Sciences Division Preparation for Learning and Teaching course if you have not already received equivalent training. <http://www.learning.ox.ac.uk/support/teaching/programmes/plto/>.

The Master in Public Policy (MPP)

The MPP aims to develop practitioners rather than academics. Our current MPP class consists of 124 students from 50 countries and territories around the world, from Afghanistan to Uruguay. Our students, who are aged between 22 and 49 years of age, have all been selected because of their outstanding academic achievements, their proven commitment to public service, and their capacity to show leadership and have real world impact. Students come from a range of different academic and socio-economic backgrounds and come with different levels of policy experience and exposure. Student profiles are available at <http://www.bsg.ox.ac.uk/people>.

Terms of Reference:

As a Seminar Leader, you will join the Evidence in Public Policy team:

- Professor [Martin Williams](#) (course co-convenor)
- Professor [Julien Labonne](#) (course co-convenor)

As a seminar leader, your core responsibility will be to deliver three seminars per week, of 75 minutes each, for three groups of students.

Additional responsibilities include: attending weekly lectures and panels, and marking and giving feedback on formative essays submitted by students. Some seminar leaders may lead one-on-one or small group sessions focused on supporting student projects instead of, or in addition to, standard seminar sessions.

Time commitments:

- Weekly contact time with students: 3.75 hours per week.
- Estimated preparation time and marking, including attendance of weekly lectures, team meetings and seminar preparation: 7 hours per week and 10 hours of marking in total for the term

A total of approximately 105 hours can be expected.

Seminar Leaders Duties:

Seminar Leaders are expected to:

- Either:
 - Act as seminar leader for three seminar groups, holding 75-minute long weekly seminars with these seminar groups. Each leader's seminars/small-group sessions will be held in consecutive slots on Tuesday, Wednesday, or Friday (pending confirmation of schedule). Or:
 - Act as a project support leader for student-led projects undertaken individually or in small groups. These projects involve students designing an impact evaluation on a topic of their choice, with support from group workshops and individual mentoring. Contact hours are approximately 4 hours per week.
- Mark and provide feedback on formative assignments for each seminar student.
- Provide written feedback on each seminar student at the end of Hilary term.

Payment will be on the Grade 6.1 scale (starting at £15.37 per hour). Pay will be based on hours invoiced. All time spent on the course qualifies for payment. Appointees will be encouraged to invoice all preparation hours.

Seminar Leaders can expect to devote approximately 105 hours throughout the term.

Tasks	Duration	Frequency	Estimate of Total Hours
Pre-course orientation and training	4 hours	Once, before teaching	4 hours
Weekly Seminars	75 minutes	Weekly per Group	75 minutes x 3 groups x 8 weeks = 30 hours
Reading of core material	2 hours	Weekly	2 hr x 8 weeks = 16 hours
Attending lecture and panels	3 hours	Weekly	3 hr x 8 weeks = 24 hours
Student work marking			Estimated 10 hours
Student end of term feedback		Once, at the end of term	Estimated 5 hours
			Total Hours = 105 hours

How to Apply

If you are qualified and interested, please email your CV and a one-page cover letter highlighting your most relevant experience and the contribution you would make to recruit@bsg.ox.ac.uk by **12 noon on Friday 9 October 2020**.

We would welcome applications from those currently based in the UK, or overseas and who plan to be in Oxford in January 2021. Please note that you must have the right to work in the UK at the time of the teaching.