

Teaching Assistant – Public Leaders Programme

The Blavatnik School of Government is seeking to engage three Teaching Assistants to support Professor Christopher Stone and Dr Kate Orkin in the preparation and delivery of a Public Leaders Programme with talented mid-career civil servants in Nigeria. The programme will run online in October 2022, with residential components in Nigeria in mid-November 2022 and March 2023.

The programme provides participants with the opportunity to develop the skills they need to build transformative cultures of excellence, effectiveness and integrity throughout the public institutions they lead. The teaching on this programme will cover topics such as harnessing digital technology, decision-making under pressure, organisational effectiveness, negotiation, and integrity in public life. It is particularly of interest to those keen to learn to build relationships with civil servants and policy-makers in Africa as preparation for future work in policy, think tanks, or academia.

The role

This is an exciting short-term post which provides an opportunity for skilled practitioners to deliver learning support on a stimulating programme, whilst developing their knowledge of best practice in public sector leadership. The post holders will have responsibility for:

- the preparation and delivery of learning support to individuals and groups;
- ensuring that their teaching challenges thinking, fosters debate, and develops the ability of the participants to engage in critical analysis of practice;
- marking assignments, and giving clear and constructive feedback both online and in-person;
- using the online learning platform to maximise the participants' learning experience throughout synchronous, asynchronous, and in-person modules;
- acting as online learning facilitators and leading breakout group discussions.

Selection criteria

Applicants will be judged against their ability to demonstrate the following:

Essential criteria:

- Hold a Master's degree (or be due to complete in 2022) in a relevant discipline such as public policy, law, political science, political economy, or economics.
- Evidence of the ability to teach and facilitate group learning at university level and demonstrable dedication to high quality practical teaching.
- Evidence of a high level of accuracy and attention to detail.
- Excellent communication and interpersonal skills, with the ability to build rapport quickly and create enthusiasm for learning among students.
- Ability to deliver work of a very high professional standard, with high level of motivation and self-discipline.

- Demonstrable interest in public sector leadership and public policy.
- Ability, commitment and willingness to travel to Nigeria to deliver the residential components of the programme.

Desirable criteria:

- Experience of delivering online learning support.
- Experience working with civil servants or policy-makers, ideally in Nigeria or another developing country context.

We are looking for the successful candidates to start in September 2022, and the casual engagement will last until the end of March 2023. The residential components of the programme in Nigeria will run from 13-18 November 2022 and 12-15 March 2023, and it is essential that applicants can travel during those dates.

The role can be carried out largely remotely, with occasional, but optional, visits to the Blavatnik School and an in-person presence at the two residential weeks in Nigeria. You must have the right to work in the UK. Overseas working can be considered but this would need to be discussed in advance. Please contact recruit@bsg.ox.ac.uk should you have any queries.

We estimate a minimum of 5 hours work per week in the first instance. Hours will vary from week to week depending on project requirements, up to a maximum of 20 hours some weeks and full-time (37.5 hours) during the residential weeks.

Payment will be at the rate of £15.60 per hour, plus hourly holiday pay (12.07%).

The programme will cover all costs for travel to Nigeria, including flights, accommodation, meals, vaccines, travel insurance, and visa (if applicable). Costs for travel to Oxford if working remotely cannot be covered.

How to apply

Please email your application to recruit@bsg.ox.ac.uk with the subject "*Application for TA – Public Leaders Programme*".

Please include:

1. your CV (no more than 2 pages)
2. a brief cover letter/email addressing the selection criteria. Also include any constraints around availability (e.g. term dates, thesis deadlines, future commitments, etc.)

The closing date for applications is **12 noon (UK time) on Friday 13 May 2022**. Interviews are likely to be held early the following week.