

Job description and selection criteria

Job title	Deputy Director, Government Outcomes Lab
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 8: £39,324 - £46,924 (with discretionary range to £51,260) per annum
Hours	Full time
Contract type	18 months in the first instance (also available as a secondment opportunity)
Reporting to	Academic Director, Government Outcomes Lab
Vacancy reference	128390

The Post

The GO Lab is a partnership between the Blavatnik School of Government and HM Government to pioneer research into new ways for the public sector to commission services while achieving better social outcomes. The GO Lab is building upon the School's commitment to challenge-focused and practice-based research. It is working to establish a world-leading centre of academic excellence to advance the study of outcomes-based commissioning in the public sector, establishing this as an area of top-class academic research. In its initial phase of work, the Lab will have a particular focus on – but not be limited to – social impact bonds. Underpinned by its research, the GO Lab will provide practical, on the ground, support to local commissioners, through a mix of in-person and executive education.



Purpose of the Deputy Director role

The role of the Deputy Director is to lead the Lab's work in identifying and supporting excellent practice in outcome based commissioning. She/he will engage with practitioners to define and develop best practices, build expertise through learning and dissemination and to support specific, innovative projects that stretch practice and create learning.

The Deputy Director will work closely with the Academic Director to lead and manage the development and growth of the Lab and to build a collaborative network of influence and support in the UK and overseas. The Deputy Director will project manage the work programme and take the lead in reporting to HM Government on the work of the Lab.

Key responsibilities

The key ambitions of the role are:

- to enable practitioners to apply outcome based commissioning successfully and thereby increase the effective application of this form of commissioning in the public sector.
- to build the capacity to commission by making knowledge more accessible and usable and to provide education and coaching that develops the confidence and capability of commissioners and other practitioners.
- to help define and develop new types of outcome based commissioning practice.
- to create a repository of information and knowhow that is recognised globally as a source of excellence.
- to ensure the excellent project management of the Lab.

Main activities

Commissioner support

- Providing support to individual commissioners in the development of outcome based commissioned projects.
- Engaging with teams on major projects to gain a better understanding of the project details, challenges and opportunities.
- Engaging additional support through the GO Lab Fellows of Practice.
- Provide advice through the programme of fortnightly advice surgeries.

Development of online hub

- To oversee the production of refreshed material reflecting new publications, new forms of practice and new case study materials.
- Assisting the GO Lab Associate to produce high quality case study material.

Communication

- Produce blogs and think pieces for publication that disseminate learning and thought leadership around practice development.
- To oversee the production and contribute to general newsletters and reports of events for publication.
- Present the views and findings of the Lab at conferences and other engagement events.

Events

- Designing the content and format of events.
- Oversight of the management of the events.
- Writing up and publishing the output.

Masterclasses

- Develop material for master class sessions.
- Deliver master class events with Fellows and other experts.

Learning

- Work with academic colleagues to develop and deliver a programme of learning for practitioners in the UK and overseas seeking to develop recognised expertise in outcome commissioning.

Administration

- The Deputy Director will support the Director in developing and maintaining project plans and business plans for the Lab, and be responsible for overseeing the project management of the Lab and the submission of reporting information on the grant to HM Government.

Governance

- As Deputy Director the postholder will also work with the Director and other GO lab team members to be accountable for work of the Lab to the Steering Group and to other internal and external stakeholders.

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

1. An expert practitioner in commissioning, public procurement, project financing or related professional roles, with subject matter knowledge in outcome based commissioning sufficient to provide credible expert advice and guidance to other practitioners.
2. Able to provide informed judgement on how the Lab prioritises and conducts practice-based support and research according to the needs of practitioners.
3. An excellent team player.
4. An experienced Project Manager used to delivering complex projects to time and budget.
5. A skilled administrator able to manage financial forecasting, recruitment processes and the support the bodies responsible for the governance of the Lab.
6. An excellent line manager, able to direct the activities of staff members and support their personal growth and development
7. Excellent communication skills, both orally and in writing; confident in engaging stakeholders, both internal and external, at all levels.
8. Existing strong and established network across practitioners in order to secure effective engagement and draw on market expertise.
9. A good first degree in a relevant discipline.

Desirable

10. Work experience in developing outcome based commissioning.

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 2014/15 exceeded £522.9m 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

Over the years Oxford has sought to create a community of leaders around the world based on mutual trust and similar values, shared understandings of global challenges, and the determination to work towards common solutions. To realise this vision in a global context the University established in 2010 the Blavatnik School of Government within the Social Sciences division. The School's mission is to equip leaders with the skills and knowledge they need in order to address the world's most urgent public policy challenges and to help drive improvements in public governance throughout the world through education, training and research of the highest academic standards. The establishment of the School has been made possible thanks to a visionary gift of £75 million by Leonard Blavatnik, one of the largest ever received by the University of Oxford.

The Blavatnik School of Government is a global school of practice at which future leaders learn. The School offers an exciting, global education to the most able and brilliant women and men from all nations who share a commitment to academic excellence, public service and inspirational leadership. The School offers a one-year (12 month) taught Master of Public Policy (MPP) degree and a DPhil (Oxford PhD) in Public Policy. The MPP is focused on public policy and the practice of government to prepare students for a career in public service, whether in government, in non-governmental organisations or in the private sector.

BSG is committed to equality and valuing diversity within its workforce. We aim to ensure these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our colleagues, students and visitors. Our new building has been designed to the highest standards of accessibility, ensuring that we provide equal access to the School's facilities and learning environment for all members of our community.

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 departments.

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/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. 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/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejira/revaim/.

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejira/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

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

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.