



Application pack

Research Officer- Equity and Social Policy

Ref.: ESP/01/21

Location: London

Closing date: Friday, 23 April 2021

Contents

An introduction to ODI	2
Job description	4
Application process	8
Terms of employment	8
Additional benefits	8
Other information	9

ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



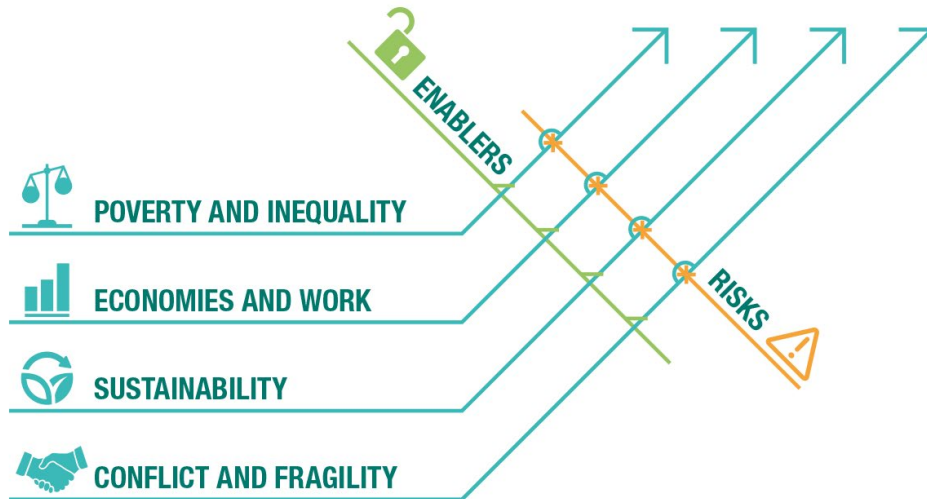
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.

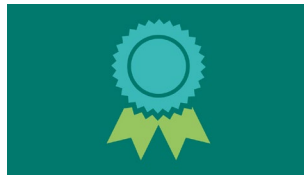


Our values



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



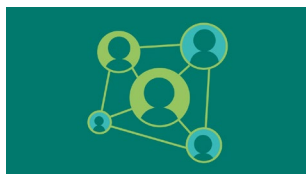
High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



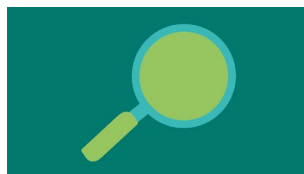
Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



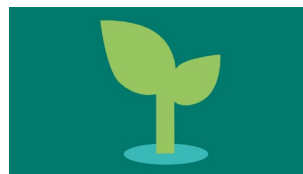
Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Description

Job Title:	Research Officer
-------------------	-------------------------

Department/Group:	Equity and Social Policy (ESP)
--------------------------	---------------------------------------

Responsible to:	Principal Research Fellow or Senior Research Fellow - TBC
------------------------	--

Responsible for:	Interns
-------------------------	----------------

Purpose of Job

To contribute under the supervision of a Principal/Senior Research Fellow, to developing, fundraising for, conducting and managing policy relevant, high-quality and innovative research on poverty, inequality, social and economic policy, within ESP's priority themes and the Institute's overall strategy.

To contribute to policy research and advisory projects, both cross-country and country-specific, engage with policymakers and funders in research and advisory processes, and disseminate results.

Main Duties and Responsibilities

Research and Funding:

- Contribute to the development of research proposals, expressions of interest and full project proposals, on poverty and inequality analysis, and on profiling and simulating the impacts of policy;
- Carry out applied statistical and econometric analysis and data management of electronic micro-data from household surveys, panel surveys and other quantitative datasets, including collating and analysing country-level data from a range of datasets; the ability to work on cross-survey imputation is desirable;
- Undertake literature reviews;
- Produce reports and presentations of analytical results; and synthesize and present summary information verbally and in writing;
- Work alongside qualitative research colleagues to contribute to mixed methods research;
- Support policy engagement and communications activities (eg website management, events);
- Liaise with donors and partner institutions on research programme funding issues and opportunities for collaboration with partners;
- Support research project activities or leading parts of research projects especially including quantitative analysis, field work, holding workshops, producing written

outputs and preparing reports, under the supervision of a Research Fellow;

- Undertake some travel overseas for research related purposes when conditions permit.

Project Management:

- Under the overall direction of a Research Fellow, liaising with and reporting to donors, managing budgets, partners and consultants and the inputs of other project partners;
- Supervising interns and other short-term staff working within the team under the direction of an RF.

Policy advice, public affairs and dissemination:

- Authoring or co-authoring research reports, policy briefs, blogs and other documents for publication;
- Working on visual representation of quantitative data;
- Organising meetings series and (multi-)media outputs from research projects;
- Presentation of research results internally and externally at conferences and meetings nationally and internationally;
- Disseminating research results through ODI web pages, the media, conferences, etc;
- Liaison and networking with a wide range of agencies including attending meetings on behalf of Programme and providing short meeting summaries for distribution within the team and more widely

Collegiate life:

Contribute to the Institute's collegiate life through:

- Such ODI series as the Working Papers, Research Studies, Briefing Papers, and journals
- Such ODI activities as discussion groups, lunchtime meetings, staff meetings, working groups, interviews, external representation
- Intellectual exchanges with other research team members
- Participation in team meetings

Person Specification

Research Officer

Essential

Knowledge and Qualifications

- A degree and post-graduate degree in relevant discipline
- Active knowledge of key international issues and institutions in the sector and beyond

Experience

- Experience in producing research outputs

Skills/Abilities

- Strong familiarity independently working with STATA, creating do-files, and running regressions is essential. Familiarity with R would additionally be desirable.
- Experience in carrying out applied statistical and econometric analysis and data management of large household panel survey and other quantitative datasets;
- Familiarity with estimating monetary poverty and inequality based on multi-year household survey data, including conducting relevant temporal and spatial adjustments to income or expenditure measures is essential. Familiarity with non-monetary poverty and inequality approaches such as multi-dimensional poverty indices is additionally be desirable.
- Experience doing literature reviews and ability to synthesize and present summary information verbally and in writing;
- Writing, presentation and representation skills;
- Strong interpersonal skills with the ability to negotiate successfully and cultural awareness
- Multitasking skills
- Excellent IT skills for Microsoft Office products (Word, Excel, Power Point)
- Ability to work in a team
- Willingness and ability to travel internationally on a frequent basis, which may include overnight and weekends on occasion.
- Ability to work on own initiative

Desirable

- Previous experience in an international policy development research environment, i.e. policy-oriented research, demonstrated by publications and reports
- A willingness to learn to do qualitative fieldwork and analysis using qualitative coding tools (ie using NVIVO, MAXQDA) when opportunities arise (experience in this not a requirement but an added bonus)
- Creation of synthetic panels (note – this is desirable but not necessary, but a demonstration of interest in the technical issues involved would be useful)
- Experience in producing research outputs in a short period of time and for different audiences
- Some fieldwork experience (survey based, or qualitative)
- Fluency in a language other than English and competency in others
- Ability to analyse quantitative and qualitative data
- Experience of editing

Key Relationships and Contacts

Internal:

Equity and Social Policy Director of Programmes, supervising Principal Research Fellow/Research Fellow, Programme Manager, programme colleagues, Group colleagues

External:

NGOs/donors/international agencies (eg UN)
--

Local partners/individuals in country

Other research institutes/universities in the UK and internationally
--

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be asked by their manager

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Friday, 23 April 2021**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £29,492–£34,987 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Fixed-term 2 Years All contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS). www.usshq.co.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.