



# Application Pack

Research Fellow: Private Sector and Markets

REF: PSM/01/12

## An introduction to ODI

ODI is the UK's leading independent think-tank on international development and humanitarian policy. Founded in 1960, it has made major contributions to research, dissemination and policy change, on all aspects of development and humanitarian policy. The Institute has a staff of around 150, half of whom are researchers, and with the remainder providing a wide range of support services.

*Our mission is to inspire and inform policy and practice which lead to the reduction of poverty, the alleviation of suffering and the achievement of sustainable livelihoods in developing countries. We do this by locking together high-quality applied research, practical policy advice, and policy-focused dissemination and debate. We work with partners in the public and private sectors, in both developing and developed countries.*

With a reputation for high-quality research and policy advice, ODI is in demand by governments, international institutions and other partners around the globe. Through our core research programmes we work across a wide range of sectors that have a direct impact on the well-being of the poorest people in developing countries. In addition, ODI offers consultancy services that include monitoring and evaluation and the development and delivery of tailored training courses, as well as expertise in communications and knowledge management.

ODI attaches great importance to dissemination and public policy work. The Institute:

- publishes two peer reviewed journals – *Development Policy Review* and *Disasters* – as well as a range of authoritative publications such as ODI Briefing Papers, Working Papers and Opinions
- has a large public affairs programme, with many public meetings and seminars also streamed live online
- runs international networks, for example the Humanitarian Practice Network and the Climate and Development Knowledge Network
- hosts the Secretariat for the Active Learning Network for Accountability and Performance in Humanitarian Action (ALNAP)
- provides support to parliamentary activities, including the All Party Parliamentary Group on Overseas Development (APGOOD).

ODI also manages the ODI Fellowship Scheme, which has placed postgraduate economists in government positions in developing countries since 1963.

ODI's research programmes cover a vast range of development and humanitarian issues. Further information is available in the Institute's Annual Report, and on our website, [www.odi.org.uk](http://www.odi.org.uk).

Candidates are strongly advised to study ODI's activities and objectives before completing an application form.

## ODI's mission and values

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Value	What does the value mean?
Independence	ODI's research, public affairs and policy advice are independent from its funders, and staff are able to challenge donor thinking and policy and the wider development consensus.
High quality	Best practice, innovative approaches and continuous improvement are ensured in research, policy advice and public affairs.
Fairness, diversity and equity	All staff and partners are treated fairly and with respect. ODI employment, disciplines and processes are appropriate for an institute focused on international development.
Working together	There is continuous effort to foster better relationships throughout the organisation
Transparency and accountability	There is open reporting on the use of public funds, with full communication of our work to our donors, research subjects and partners.
Sustainability	Resources are used in a sustainable way that reflects consciousness of the impact on the environment. The organisation works in a way that is sustainable, backed by commitment to its long-term viability.

## Job description

<b>Job title:</b>	<b>Research Fellow - Private Sector and Markets</b>
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<b>Department/group:</b>	<b>Private Sector and Markets</b>
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<b>Responsible to:</b>	<b>Heads of Programme</b>
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<b>Responsible for:</b>	<b>ROs/Interns as appropriate</b>
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<b>Purpose of job</b>
<p>To undertake cutting edge research, advisory work and public affairs on the role of the private sector in development. To influence key decision makers in business and policy circles through direct engagement, publications, public events, media interviews, and online communications. To contribute to the work of ODI's Private Sector and Markets Programme in one or more of the following areas:</p> <ul style="list-style-type: none"><li>• Impact Assessment: Assessing the impact of business investments, public/ private partnerships, donor engagement with the private sector etc.</li><li>• Value chain analysis: e.g. the design and evaluation of market development approaches.</li><li>• Sustainable development: E.g. 'Green Growth' / low carbon growth, climate change economics, natural resource management</li></ul>

## Main duties and responsibilities

### *Research and funding*

- Undertake research and advisory work, assess, interpret and evaluate the outcomes of research, and develop ideas for the application of research outcomes
- Develop new concepts, ideas and methodologies to extend intellectual understanding and inform policy
- Undertake travel overseas for research and policy engagement related purposes
- Monitor and analyse developments in the external environment
- Contribute to the development and management of the Private Sector and Markets Programme's annual plans and long term strategy
- Develop proposals for research and consultancy projects and advisory work
- Seek external funding for project proposals to sustain the RF's own professional activities, to contribute to the Institute's costs and to meet individual and collective financial targets

### *Project Management*

- Take responsibility for project and staff management, and the implementation of research, consultancy, advisory and public affairs projects in the area of business and development
- Liaise with and report to project funders, manage budgets and consultants and the inputs of other project partners
- Manage the work of staff working on the RF's own projects and other project team members, including ROs and associates as appropriate
- Undertake general oversight of the work programme of particular ROs, as assigned by the Heads of Programme and Director of Research

### *Policy advice, public affairs and dissemination*

- Author peer reviewed reports, policy briefs, opinion pieces and other documents
- Carry out public affairs work, presenting ideas, knowledge and institutional concerns with the aim of informing policy
- Disseminate the results of projects through organising ODI public meeting series, presenting at conferences, being available for media interviews etc.
- Respond to ad hoc media requests in area of specialisation
- Sit on advisory committees for other research and advisory work, within and outside ODI
- Use and build relevant networks

### *Collegiate life*

Contribute to the Institute's collegiate life through:

- ODI publication series such as the Working Papers, Briefing Papers, Project and Background Briefings and journals
- ODI activities such as discussion groups, public meetings, staff meetings, working groups, interviews, external representation
- Peer review and guidance to colleagues and/or other Group outputs
- Provide intellectual mentoring for less experienced research staff and support them as they begin to lead projects of their own

## Person specification

### Essential

#### *RF1*

Posts representing the initial appointment as Research Fellow require substantial research or equivalent experience, a record of publication and public affairs, and clear evidence of successful development, management and funding of a number of projects brought to a satisfactory conclusion.

#### *RF2*

Posts normally requiring substantive years experience in an RF position are intended for those displaying a substantial record of programme and project management, involving research, advisory work and public affairs. These Research Fellows are expected to contribute to development policy research across a range of topics and to be viewed as an authority in their own field. They are expected to assess and develop new areas of research in the Institute and to make a significant contribution to its general work.

#### *Knowledge and qualifications*

- a degree and post-graduate qualification in a relevant discipline
- In-depth expertise on the role of business in development
- Knowledge of key issues and organisations in international development
- Fluency in English

#### *Experience*

- Significant experience working on relevant business and development related issues
- Demonstrated previous experience over the full project cycle (including obtaining funding): to a substantial degree
- Developing-country experience

#### *Skills/abilities*

- strong analytical skills, excellent oral and written communication skills, good people management and organisational skills
- a demonstrated capacity for advisory and / or public-affairs work, based on an analytical approach, and an innovative and creative communications ability.
- project management skills
- ability to translate research ideas into fundable projects
- skills in negotiation, listening, communication of ideas, problem solving, decision making
- ability to work as part of a team
- time management skills, including managing a complex and varied workload

### Desirable

- experience working in the private sector
- experience of extended 'immersion' in a development context
- a good publications record
- active membership of professional associations and networks
- recognised expert in their field

**Key relationships and contacts**

**Internal:**

Director of ODI, Director of Research, Heads of Private Sector and Markets Programme, PSM staff, staff in Finance as relevant. Associates and Interns as appropriate

**External:**

Business community and private sector organisations. Major donors, bi-laterals and multilateral organisations, including DFID, the World Bank/IFC/IMF, UN agencies, EU, DAC, bi-laterals, developing country governments, international and national NGOs. Academic institutions and individuals. Public institutions with an interest in development (schools, universities, professional groups). Media as appropriate.

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 requested by their Manager

## Application process

All applicants should complete the Institute's application form (including a full statement in support of their application) which is available electronically from [recruitment@odi.org.uk](mailto:recruitment@odi.org.uk) and the ODI website ([www.odi.org.uk/jobs](http://www.odi.org.uk/jobs)), or by post from:

Human Resources Office, Overseas Development Institute,  
111 Westminster Bridge Road, London SE1 7JD  
Telephone: +44 (0)20 7922 0349

The closing date for receipt of applications is **12 February 2012**

### Terms of employment

*Salary:* Research Fellow 1: £36,883 - £45,336pa and Research Fellow 2: £46,695 to £57,430 per annum, inclusive of London Weighting on ODI's pay structure, which is based on the universities single pay for Academic & Higher Education Support Staff. Starting salary will be dependent on qualifications and experience and subject to review.

Payable by equal monthly instalments (half in advance, half in arrears) on the 15<sup>th</sup> day of each month by credit transfer into a bank or building society account.

*Hours:* 09.30 -17.30, Monday-Friday. 35 hours per week.

*Contract:* Permanent – all contracts of employment are subject to a six-month probationary period.

*Leave:* 25 days per annum, plus statutory holidays. Maternity and paternity 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](http://www.usshq.co.uk)

*Loans:* The Institute offers an interest-free season ticket loan.

*Relocation:* Limited assistance is available towards relocation expenses.

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

### Other information

The Institute is based at: Costain House, 111 Westminster Bridge Road, London, SE1 7JD.

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

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