

SPECIFIC VACANCY INFORMATION

Vacancy : **SENIOR RESEARCH FELLOWS**

Location : 22 Whitehall London and/or Abercrombie House
East Kilbride

Salary:

Appointments will be made at a level appropriate to the responsibilities of the posts and research requirements. Average annual net salary of £25k (gross £30k) per year per 0.2 Full Time Equivalent.

In addition, there is the opportunity to join the Civil Service pension arrangements – details can be found at <http://www.civilservicepensionscheme.org.uk>

Term

These appointments will be on a fixed-term or secondment basis with an expected duration of 2 years; starting with 6 month probation, reviewed on an annual basis. With potential for a 1 to 2 year extensions by mutual agreement, depending on business needs, and depending on assessment of performance using standard DFID performance management systems.

We are looking for specialists in five key areas:

- Energy Access
- Conflict, Governance and Politics
- Economic research
- Health Systems
- Infectious Diseases.

Applications

DFID is seeking expressions of interest from candidates in the form of:

- a) a covering letter (maximum 2 sides)
- b) CV – providing evidence of competencies and experience in one or more of the priority research themes outlined on page 7 or 8.
- c) Competency based questions.

Your covering letter should indicate under which priority thematic area(s) you are applying and also give an indication of your availability.

The names and contact details of three referees should also be attached to your application. We will not approach them without your permission.

For further general information and background to these posts and DFID please visit these websites: www.dfid.gov.uk and <http://r4d.dfid.gov.uk/>

If you have a specific query about the Senior Research Fellow role, the research themes or about the recruitment process, please send a brief email to-

Kevin Leitch for Energy access - k-leitch@dfid.gsx.gov.uk

Peter Evans for Conflict, Governance and Politics - peter-evans@dfid.gsx.gov.uk

Stevan Lee for Growth Economic Research – S-Lee@dfid.gsx.gov.uk

Sue Kinn for Health Systems & Infectious Diseases- S-Kinn@dfid.gsx.gov.uk

Please copy in Jasdeep Sandhu to all correspondence- j-sandhu@dfid.gsx.gov.uk

Please provide a contact number and email address for response.

What We Do – The Department for International Development (DFID)

The Department for International Development (DFID) leads the UK's work to end extreme poverty. We're ending the need for aid by creating jobs, unlocking the potential of girls and women and helping to save lives when humanitarian emergencies hit.

We are responsible for:

- Honouring the UK's international commitments and taking action to achieve the Millennium development goals;
- Making British aid more effective by improving transparency, openness and value for money;
- Targeting British international development policy on economic growth and wealth creation;
- Improving the coherence and performance of British international development policy in fragile and conflict-affected countries;
- Improving the lives of girls and women through better education and a greater choice on family planning;
- Preventing violence against girls and women in the developing world;
- Helping to prevent climate change and encouraging adaptation and low-carbon growth in developing countries.

DFID works in partnership with governments, civil society, the private sector and others. It also works with multilateral institutions, including the World Bank, United Nations agencies, and the European Commission.

DFID's Business Plan for 2011-15 sets out a number of priorities for the Department aimed at supporting achievement of these goals. These are:

- **Honour International Commitments:** Honour the UK's international commitments and support actions to achieve the Millennium Development Goals
- **Introduce transparency in aid:** Make British aid more effective by improving transparency and value for money
- **Boost wealth creation:** Make British international development policy more focused on boosting economic growth and wealth creation
- **Strengthen governance and security in fragile and conflict-affected countries:** Improve the coherence and performance of British international development policy in fragile and conflict-affected countries, with a particular focus on Afghanistan and Pakistan
- **Lead international action to improve the lives of girls and women:** Work to empower and educate girls, recognise the role of women in development and help to ensure that healthy mothers can raise strong children

- **Combat climate change:** Drive urgent action to tackle climate change, and support adaptation and low carbon growth in developing countries

For further general information on DFID please visit: www.dfid.gov.uk

DFID's Research and Evidence Division (RED)

Research and Evidence Division is responsible for enabling DFID to be more systematic in demonstrating evidence of our impact on global poverty reduction through rigorous research, evaluation and active engagement with policy makers.

RED is also responsible for supporting research into innovation in DFID programmes and for evaluating what works and what does not in achieving the Millennium Development Goals so that as an organisation we get better at what we do and deliver higher value for money.

The division is organised into 3 pillars; Research, Evidence and Evaluation and the Professional Cadres.

Senior Research Fellows

DFID is seeking to recruit leading experts, academics and researchers in various aspects of private sector development to serve as Senior Research Fellows (SRFs) to undertake specific tasks to be agreed in the design and execution of research programmes. Experts and researchers in the private sector and non-governmental organisations are also encouraged to apply.

The Senior Research Fellows will provide leadership and assist in DFID's engagement with the research communities in business and international development. By interfacing with users of research in DFID and partner organisations, Senior Research Fellows will contribute to DFID's efforts to enhance the relevance of research and maximise its impact on development policy and practice.

The Senior Research Fellows will work closely with senior leaders in DFID notably the Chief Scientific Adviser, Professor Charlotte Watts, the Chief Economist, Professor Stefan Dercon, Heads of Research, Policy Group Heads, Chief Professional Officers, Heads of Profession, and research managers in DFID's Policy and Research Divisions to ensure that DFID's research objectives are achieved and consistent with its overall policy priorities.

Successful applicants are not necessarily expected to undertake original research at DFID (they would continue to pursue research and publication activities in their parent institutions that complement their DFID roles). At DFID they would be expected to oversee specific research programmes, author summaries of the state of knowledge in key areas of relevance to DFID and actively engage with the wider business and academic communities to ensure the highest quality and relevance of research.

These positions will be on a fixed-term or secondment basis for periods of between 6 months and 2 years on a range of part-time and full-time contractual terms. Successful candidates will be expected to retain their existing institutional affiliation and will likely take up their appointments between July and September 2016.

Performance will be reviewed annually using the standard civil service system, and the successful candidate will be expected to engage with the Research and Evidence team leaders.

Job Description

Senior Research Fellows will:

- Provide intellectual leadership in the direction and execution of DFID's research effort by identifying new research opportunities, framing challenging research questions, and horizon scanning to pinpoint research opportunities and emerging issues
- Shape research ideas by engaging globally with research institutions and leading academics to maximise the reach and relevance of DFID research
- Contribute to the management of DFID research by advising on the design and implementation of research competitions, assist with representation in high-level international steering committees, and participation in research advisory groups
- Assure the quality of research programmes and of work undertaken in DFID's research portfolio

Responsibilities will include all or some of the following:

- Engaging with UK and independent research councils, international research organisations, and independent foundations to identify and strengthen funding partnerships, including with the DFID funded International Growth Centre
- Advising on the development of new research programmes, the design of research delivery mechanisms, and the commissioning of policy research
- Working closely with research advisors in other government departments to maximise the quality and wider relevance of DFID research for Her Majesty's Government.
- Advising on the design and preparation of communications and synthesis products for disseminating DFID and other relevant research, including seminars, conferences and high-level events for policy-makers and development partners
- Working with intelligent customers in DFID (Chief Scientific Advisers, Policy Division (PD) Group Heads, RED staff and Heads of Profession) in the

dissemination of research findings to policy teams and specialist advisers through debate and discussions, communications and Professional Development Conferences and other events, to link evidence to policy and practice

- Assisting with developing strategies for engaging with researchers and users of research in partner countries (including governments, research institutions, NGOs and the private sector) and for identifying partner country research priorities to ensure effective uptake of DFID research
- Advising on strategies for individual and institutional research capacity strengthening in developing countries and systems to monitor and evaluate progress
- Providing advice to research managers, advisers, and staff in regional offices responsible for implementing DFID's research programme
- Assisting in developing strategies for public engagement for communicating DFID's research to a broader public constituency

Essential skills

- Recognised intellectual leadership and scholarship in a specified area of research relevant to DFID
- Demonstrated track record of research and peer-reviewed publications, preferably with a focus on developing countries
- Senior leadership experience in an academic institution (equivalent to Professorial, Reader or Senior Lecturer scales in a university, research institute or think tank), NGO or private sector institution
- Able to draw on a broad range of scientific knowledge and expertise rather than very detailed areas of research or grant proposals, and apply this to real world operational questions.

Desirable skills

- Expertise in production of research syntheses, dissemination and communications
- Familiarity with the research funding environment
- Evidence of successful management of research projects and delivery of research outputs
- Knowledge of scientific and academic institutions in developing countries
- Demonstrated ability to communicate with and influence research users in the

UK and in developing countries

- Proven ability to work with diverse teams of researchers and research managers
- A focus on the importance of the use of research findings in policy and practice in a range of different settings in UK and developing countries

When making an application, it is important to note that we expect Senior Research Fellows to be leading experts, with a strong record of research and scholarship in their respective fields. They are expected to draw on a broad range of knowledge and expertise rather than very detailed areas of research or grant proposals

PRIORITY RESEARCH THEMES

Senior Research Fellows will be appointed to work on priority themes outlined in DFID's emerging Research Strategy, which is subject to ministerial approval. DFID is seeking expressions of interest for Senior Research Fellow appointments in the following areas:

- **SRF Energy Access** (CEW team 0.4 Full Time Equivalent, Team contact Kevin Leitch)

To help DFID scale up its research on sustainable energy access. The ideal candidate will have strong academic experience in: energy access in developing countries; innovations and trends in renewable energy technologies, especially solar; decentralised energy solutions; energy storage; mini-grids; low energy appliances; bioenergy; business models that are effective in developing countries; stimulating innovation, especially innovation focused on tackling the problems of the poorest; understanding the barriers to households and communities accessing modern energy services; and inclusive regulatory environments for energy.

- **SRF Conflict, Governance, Politics** (GCSD team 0.2 FTE, Peter Evans)

Continuing the wide ranging and high impact SRF role across conflict and governance cadres, on GCSD-managed research (conflict, political settlement, corruption); CHASE and SU; and in HMG processes such as the SDSR. The boundaries between 'governance' and 'conflict' research are ever more porous, and we aim to recruit an SRF with a track record and willingness to work across both; as well as very strong and proven skills in multi-disciplinary and mixed methods research; a proven 'thought leader' with a track record in bringing research evidence to public policy debates; and direct experience in sub Saharan Africa, South Asia and/or MENA.

- **SRF Economic Research** (Growth team 0.2 FTE, John Piper)

The Growth Research Team has a varied portfolio of economic and also engineering research. We need an accomplished and adaptable academic economist to help us scope new programmes including by helping us to consider the methodological viability of approaches to researching sets of issues. We also need someone who can help us rapidly assess the quality of outputs when the team is uncertain or concerned.

- **SRF Health Systems Research** (HD team 0.4 FTE, Sue Kinn)

A Senior Research Fellow in Health Systems research would support our thinking about the future shape of DFID's support and help us plan for a new generation of research programmes on health systems. S/he would also provide an independent critical perspective on the effectiveness of DFID's current (and future) approach to health system strengthening in research, policy and programmes. The ideal candidate should have significant research experience in health systems, financing and governance in low and middle income countries and be up to date on wider current debates on systems and complexity thinking.

- **SRF Infectious diseases** (HD team 0.4 FTE, Sue Kinn)

The senior research fellow should have significant experience working on infectious disease research in low and middle income countries. Essential experience should include working across one or more of the following a) the range of NTDs. B) on diseases with emerging resistance (particularly malaria and TB) or c) diseases of epidemic potential (such as Ebola, Lassa or Marburg). Ideally experience will include involvement with product development for drugs, vaccines and diagnostics or the roll out and effective use of new products for these diseases. The senior research fellow will support our thinking about the future shape of DFID's support and help us establish a new range of research programmes on infectious diseases in response to the manifesto commitment in this area, including product development and research to ensure these products are delivered and used effectively.

Civil Service competencies for this vacancy

A copy of the Civil Service Core Competency Framework is attached to this pack and available for download. **The Core competencies against which candidates will be assessed are listed below:**

Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports organisational objectives and the wider public needs.

Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It's about being open to change, suggesting ideas for improvements to the way things are done.

Leading and Communicating

Effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It's about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the Civil Service to help get business done. It requires working effectively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.

GENERAL INFORMATION FOR APPLICANTS

Selection for the Senior Research Fellow Posts

Further details about the assessment and selection process for these posts will be made available after shortlisting at the end of April Interviews (including any assessment processes) are expected to take place in May 2016.

Personnel security standard (Baseline Standard)

All government departments are required to ensure that any personnel employed by them to work in their offices or on their systems, comply with the Baseline Standard before they take up their post. This standard involves verification of identity; nationality and immigration status; employment history (past 3 years) and a criminal record check.

Verification Form and identity Documents

Candidates invited to assessment centre or interview must download a verification form for the Baseline Standard from our website [www.dfid.gov.uk/recruitment].

Please complete the form and bring it with you to the assessment centre together with **original documents**, not photocopied or scanned, which confirm your identity,

nationality and immigration status. You will find a list of acceptable documents at Annex A of the verification form.

At the assessment centre, or interview, your Baseline Standard form and original identity documents will be checked. DFID will process the successful candidate's information before they are appointed, and we will hold the reserve candidate's forms until the successful candidate has been appointed. Any forms for unsuccessful candidates will be destroyed immediately.

Disclosure Scotland

At assessment centre, or interview, you will also be asked to complete a Disclosure Scotland questionnaire to allow us to undertake background checks (providing you are a UK citizen and have lived in the UK during the last 3 years.). You will be required to bring a recent original utility bill or similar as proof of address. This will not be necessary if a higher level of security clearance is required.

For more information about Disclosure Scotland please visit their website at <http://www.disclosurescotland.co.uk>.

Nationality criteria

Candidates must be nationals of member states of the European Economic Area (EEA), Swiss or Turkish National or Commonwealth citizens with the right to work in the United Kingdom.

Candidates invited to assessment centre or interview will be asked to provide a copy of the photograph page of their passport (or other proof of identity, age, nationality and immigration status if their passport is not available), before they attend the assessment centre or interview.

We recommend candidates scan the relevant pages of their passport to send as an attachment with a covering e-mail. If candidates are unable to do so within the specified deadline they must contact us, as candidates who fail to do so will be withdrawn from the assessment centre or interview.

Equal opportunities

DFID is an equal opportunities employer. Applications are welcomed from all parts of the community. We actively encourage interest from women, ethnic minority groups those with a disability and people from the Lesbian, Gay, Bisexual and Transgender communities. Selection is on merit.

Age requirement

While the normal retirement age for all Civil Servants is currently 65, we will consider applications on their merits, not governed by age. Staff have the right to request to work beyond 65.

Guaranteed interview scheme

DFID operates a Guaranteed Interview Scheme (GIS). This means that any candidate with a disability who satisfies the minimum essential criteria for an advertised vacancy is guaranteed an interview. Please say in your application if you wish to apply under the GIS.

Reasonable adjustments

All recruitment documents can be made available in other formats on request. We can agree how best to administer reasonable adjustments at an assessment centre, tests or interview, providing we are made aware in advance of any reasonable adjustments candidates require. Candidates requiring reasonable adjustments should complete the form which is available on our website [www.dfid.gov.uk/recruitment]. Alternatively, please contact us to discuss.

Candidate expenses

At interview you will be asked to provide original proof of your name, nationality, immigration status, date of birth and address. If you cannot provide this or the information you provide is inaccurate, we will not reimburse expenses, or you may be asked to repay, the cost of your attendance at the assessment centre.

If you do not live within reasonable travelling distance of the interview venue, you should travel the day before and we will reimburse the costs of hotel accommodation up to £115 per night in London. You should make arrangements to be at the venue on time.

A travel and subsistence form is available for download from our website. You may complete your claim on the assessment day or post it to reach the above address within three months. Only the rate of subsistence quoted, the actual cost of economy fares and any incidental travelling expenses may be claimed.

Recruitment complaints procedure

Our recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Code which can be found at

www.civilservicecommissioners.org

If you feel your application has not been treated in accordance with the Code and you wish to make a complaint you should send it to the address below in the first instance:

**The Head of Corporate Human Resources Department
Department for International Development
AH 323, Abercrombie House
Eglesham Road
EAST KILBRIDE
Glasgow
G75 8EA**

If you are not satisfied with our response you can contact the Office of the Civil Service Commissioners. Their address is:

**Office of the Civil Service Commissioners
3rd Floor
35 Great Smith Street
LONDON
SW1P 3BQ**

e-mail: ocsc@civilservicecommissioners.gov.uk



Your information

The Data Protection Act 1998 gives rights to individuals in respect of personal data held about them by others and as directed by the Act, you should know the following;

DFID is the Data Controller and is registered with the Information Commissioner for the purposes of the Data Protection Act 1998.

The information you give at the assessment centre will be used by DFID and any external recruitment consultant and/or organisation appointed by us to help with the recruitment process. The information will be used to assess your suitability for the vacancy for which you have applied.

Any other disclosures will only be made if we are required to do so by any court order or similar process, or as required by law.