



SMITH SCHOOL OF ENTERPRISE
AND THE ENVIRONMENT



SCHOOL OF GEOGRAPHY AND THE ENVIRONMENT

Job Description

Job title	Research Manager
Division	Social Sciences
Department	Smith School of Enterprise and the Environment (SSEE), School of Geography and the Environment (SOGE)
Location	Kitui County, Kenya
Grade and salary	Grade 7: £31,076 - £38,183 p.a.
Hours	Full time
Contract type	Fixed-term for 12 months in the first instance. Plans to extend the post can be discussed with interested candidates.
Reporting to	Dr Robert Hope, REACH Programme Director
Vacancy reference	127380
Additional information	Position supported by a grant from the UK's Department for International Development (DFID).

Project description

The REACH Programme is a seven year (2015 - 2022), £15m programme funded by the UK's Department for International Development (DFID). This project, led by the University of Oxford, involves a research consortium of global leaders in water science, policy and practice. It aims to increase water security for 5 million people in sub-Saharan Africa and South Asia by 2022 and is one of UK DFID's largest investments in water security research. The consortium is led by Oxford University with a dozen senior faculty and an international network of partners, including Universities (University of Nairobi, Water and Land Resource Centre/University of Addis Ababa, Bangladesh University of Engineering and Technology, University of Dhaka), UNICEF (global, regional, country offices), icddr,b (Bangladesh), IRC (Netherlands), IWA (Netherlands), SKAT/RWSN (Switzerland) and IFPRI (USA). Further information about the REACH Programme can be found at www.reachwater.org.uk.

In Kenya, two Water Security Observatories address water security and poverty issues relevant to the wider Sub-Saharan Africa region. The UNICEF Programme in Kenya is a core REACH partner led by the Chief of WASH, Dr Andrew Trevett and his team.



Kitui County Government is working to deliver universal and safe water services in a semi-arid environment with high poverty, scattered populations and rainfall extremes. A legacy of well-meaning but failing infrastructure investments, and a lack of institutional coordination, creates a significant challenge to financial sustainability. The REACH Programme will help design more effective institutions to address rural water security risks from rainfall variability, unreliable infrastructure and unsustainable finance.

The role

The Research Manager will support the REACH observatory in Kitui within a wider team and work closely with the UNICEF Kenya Chief of WASH. The Manager will be expected to be an active and enthusiastic member of the team undertaking research in extended field campaigns, lead administrative duties and be member of wider activities. The post-holder will be an early to mid-career professional with applied field experience in developing countries who can demonstrate leadership, a track record of achieving results in Africa, ideally in Kenya.

Responsibilities

The main duties of the Research Manager will be to support the REACH observatory in Kitui, Kenya with a primary focus on business development of the FundiFix model:

1. Coordinate REACH activities in the Kitui Observatory in collaboration with UNICEF-Kenya and the University of Nairobi;
2. Lead the incubation, delivery and scaling-up of a new, water services maintenance model (Fundifix) in Kenya;
3. Build capacity in the start-up company in financial planning and reporting, business planning, tariff design and operational performance;
4. Manage a water audit of county-level water infrastructure; appointing, training and managing a consultant; and monitoring, reporting and analysing data to inform strategy and investment planning;
5. Design and implement a system of appropriate, relevant and cost-effective data collection for monitoring key performance indicators;
6. Support interdisciplinary field studies including enumerator training and management, data management and analysis, and report writing;
7. Lead project coordination activities including the planning and delivery of meetings and workshops; project reporting; and impact activities designed to disseminate the outputs of the research;
8. Be an active and enthusiastic member of the REACH team in partnership with UNICEF-Kenya;
9. Willingness to work flexibly and adaptively to prioritise tasks as required.

Hazard-specific / Safety-critical duties:

www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Lone Working
- Work in hot or cold environments
- Travel outside of Europe or North America on University Business

Selection criteria

1. Hold an MBA, MSc or equivalent in the areas of business administration, management, finance and accounting, water science, development economics, engineering or related discipline.
2. Proven ability to deliver results in a demanding, multi-cultural and multi-partner environment with exacting professional standards.
3. Enthusiasm to work for extended periods in rural Kenya (6-9 months per year).
4. Successful experience of project management or business incubation in Africa.
5. Demonstrate independence with inter-personal and administrative capabilities to work effectively with government, industry, academia and rural communities.
6. Ability to negotiate and communicate effectively at meetings with government, private sector or rural communities.
7. Experience of designing or using mobile-enabled systems for field-based data gathering.

Desirable selection criteria

1. Understanding of the challenges of rural water sustainability and limitations of existing policy and practice.
2. Knowledge of and interest in the emerging role and impacts of mobile technologies for poverty reduction and water security.
3. Interest in advancing business models for rural services in Africa.
4. Awareness of the legal, institutional and political environment in Kenya
5. Successful track-record of independently managing demanding, multi-year and complex water projects or assignments.
6. Fluent in Kiswahili or Kikamba.

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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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 ranked first in the UK for university spin-outs, with more than 130 spin-off 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

School of Geography and the Environment

The School of Geography and the Environment (SoGE) is a dynamic, diverse, interdisciplinary academic department at the University of Oxford combining natural and social science interests and skills, underpinned by Geography's tradition of working across differing cultures. The School is internationally recognized for the quality of its teaching, research and wider engagement across the breadth of human and physical geography and environmental studies.

Based within the Social Sciences Division, the School incorporates three affiliated research centres: the Environmental Change Institute (ECI), the Smith School of Enterprise and Environment (SSEE), and the Transport Studies Unit (TSU). The School is based within the Oxford University Centre for the Environment (OUCE) building – which has benefited from extensive refurbishment in recent years - in the heart of Oxford's Science Area. The School's physical location enables us to easily connect with many of the academic departments and organisations with whom we collaborate. The School has also been an active participant in fostering the [Oxford University Networks for the Environment](#) (ONE), which link up over 1000 individuals within the University on the themes of Biodiversity, Climate, Energy, Food and Water.

Formed in 1991 through benefaction, the **Environmental Change Institute** works alongside partners in business, academia and the community to understand environmental change and explore possible responses to the risks and opportunities it poses. With an annual research income of £3.6 million in 2012/13, a portfolio of 50 active projects, 350 partners and 60 researchers working across 40 countries, the ECI is an active and influential player in environmental change science. The ECI's research is interdisciplinary, both in outlook and approach. ECI has a well-established track record in relation to climate, energy and ecosystems and a growing expertise in relation to food and water. ECI is a leading player in number of large research activities, including: the UK Climate Impacts Programme (UKCIP) which develops new tools to link climate science with stakeholders in business and government in order to create innovative adaptations to the impacts of climate change; the world's largest citizen science climate ensemble with 350,000 individuals running climate simulations in order to better understand regional climate patterns; leaders of major EU consortium programmes including one on the impacts and risks of extreme climate change; and coordinators of a global ecological monitoring programme across remote forest locations

in South America, Africa and Asia. The ECI's full portfolio of projects has led to academic papers and citations totalling over 45,000 since 2000. The ECI is also home to the MSc in Environmental Change and Management, the School's first taught postgraduate masters' programme, established in 1994. Through this MSc the ECI have successfully trained over 600 upcoming environmental leaders who comprise a lively and increasingly influential alumni community.

For more information on the ECI please visit: <http://www.eci.ox.ac.uk>

The **School of Geography and the Environment** is an energetic and multi-dimensional hub of geographical and environmental research, teaching and wider engagement. The School's ambition is to play a leading role in shaping the international research agenda through 'world-class' research and teaching across the breadth of the discipline; employing the very best researchers and attracting excellent national and international students; encouraging national, international and interdisciplinary research collaborations; and engaging with others through policy, partnerships, business and social enterprise. The School's cross-cutting [research](#) portfolio totalled £30million across more than 80 projects in 2013/14, with projects and collaborations involving over 60 countries across the globe. The School's researchers actively engage in discussion on environment, energy, transport, urban, and rural policies; in advising local, national and international organisations; and in written and oral contributions to government consultations.

The School provides world-class, multidisciplinary teaching. Our [Undergraduate Honour School](#) provides undergraduate students with research-led teaching across the breadth of human and physical geography and environmental studies by internationally recognised academic staff. Two hundred graduate students from a range of nationalities make our [International Graduate School](#) one of the world's largest and most diverse in the discipline.

For more information the School please visit: <http://www.geog.ox.ac.uk>

The **Smith School of Enterprise and the Environment** was established with a benefaction by the Smith family in 2008 with the intention of promoting research, teaching, and engagement with enterprise (public and private) on issues such as environmental management, performance, and innovation. The Smith School has three research programmes: Environmental Economics and Policy; Enterprise Management and Strategy; and Financial Markets and Investment. The Smith School also focuses on three research themes including natural capital, the financing and provision of infrastructure, and climate change and policy. It has a number of significant external research partnerships and business fellows, bringing to the University people from industry, consulting firms, and related enterprises who have an interest in promoting the goals and objectives of the School. In conjunction with the Saïd Business School's Executive Education Board, it also offers a variety of Executive Education programmes to industry on a local, UK and Europe, and international basis ranging from certificates to short-courses and MSc/MBA classes.

For more information on the SSEE please visit: <http://www.smithschool.ox.ac.uk>

Since 1973 the **Transport Studies Unit** has established an international research reputation in the fields of transport policy analysis, the development of new methodologies and behavioural studies. The TSU seeks to maintain and enhance this reputation for excellence in research and to extend it into teaching, leadership courses and international collaborative programmes of education and learning. To this end, it aims to be at the leading edge in national and international transport developments. Particular emphasis is placed on

understanding the social, economic and environmental implications of transport and mobility over both time and space. The TSU's work ranges in geographic scale from the local to the global, and the full spectrum of quantitative and qualitative research techniques is deployed. The research conducted at the TSU addresses transport and mobility from different thematic and methodological perspectives. Four broad themes can be identified: Energy and Environment; Governance and Public Policy; Culture and Society; and Health and Wellbeing. Most TSU staff are full-time researchers working on specific externally funded projects within these research themes. In addition to the core staff, it also hosts a number of academic visitors working more independently on cross-cutting issues. There is also an active group of international DPhil students working with individual staff. The TSU often works directly with international agencies, transport policymakers, local authorities, businesses and industry, employers, non-governmental organisations, and localities.

For more information on the TSU please visit: <http://www.tsu.ox.ac.uk>

Social Science Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The four academic divisions are each led by a senior academic, each of whom, as Head of Division, is an ex officio member of the University's Council. The Head of the Social Sciences Division is Professor Roger Goodman.

The Social Sciences Division is responsible for academic oversight of the teaching and research of its various departments and faculties, for strategic and operational planning, and for personnel and resource management. The divisional support team is headed by the Divisional Secretary, Rachel Meyrick, and is based in Hayes House, George Street, Oxford.

Thirteen departments, one faculty, and two cross-divisional research units come under the aegis of the Social Sciences Division which spans the full range of social science disciplines with links into the humanities and physical sciences. (These are as follows: Law, the Said Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment, the Oxford Martin School and the Oxford-Man Institute of Quantitative Finance.) There are nearly 1000 academic staff, 3,400 graduate students (postgraduate taught and postgraduate research), and 1,900 undergraduates working and studying in the division.

The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables. The Social Science Division's externally funded research income is budgeted at £39 million for financial year 2013/14. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE), the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and

security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit: <http://www.socsci.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 should explain how you meet 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/.