**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Assistant, International Development and Economic Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Oxford Martin School</td>
</tr>
<tr>
<td>Location</td>
<td>Eagle House, Walton Well Road / Oxford Martin School, Broad Street</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 6: £28,098-£33,518 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term until 30th September 2018, funded by an award from the Bill and Melinda Gates Foundation</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Max Roser, Project Director of Our World In Data</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>134438</td>
</tr>
</tbody>
</table>

**The role**
The post holder will be a member of the Our World in Data research group with responsibility for the provision of research support for the international development and economic growth work which takes place within the team.

**Responsibilities**

- Gather and present quantitative data from a variety of sources and build comprehensive usable datasets based on these sources.
  
  For this key task, it is essential that the candidate is able to find and collect relevant data; and is then able to prepare the datasets in a reproducible fashion by using Stata. Cataloguing data sources and writing standardized descriptions of data sources.

- Assisting the team in expanding the content of OurWorldInData.org in research on international trade, economic complexity, economic growth, productivity, and the history of technology.

- Manage own research and administrative activities, within guidelines provided by senior colleagues.
• Contribute to wider project planning, including ideas for new research projects
• Select, follow, and adapt specialist methodologies to confirm or refute theories, and identify suitable alternatives where information or research material is restricted
• Contribute to research publications and undertake comprehensive and systematic literature reviews and write up the results for publication
• Responsible for the day-to-day administration of the research project
• Contribute to discussions and share research findings with colleagues in partner institutions, and research groups

Selection criteria

Essential

• Hold a degree in economics or international development, together with relevant experience in global development research. Strong background in statistical methods is essential and proven experience working with quantitative historical research.
• Proven experience to present research findings from academic literature to non-specialist audiences
• Experience with vector graphic software and/or interactive data visualization software
• Ability to program Stata (or comparable statistical package)
• Familiarity with historical data sources and/or with data sources in development.
• Possess specialist knowledge to work independently on research in development and economic history, in particular on international trade, economic complexity, economic growth, productivity, and the history of technology.
• Demonstrated ability to manage own research and administrative activities
• Excellent communication skills, including the demonstrated ability to write text that can be published, present data at conferences, and represent the research group at meetings
• Experience of following and adapting methodologies in econometrics, statistics, data visualization and web development.

Desirable

• Experience of contributing to research publications
• Experience of working in a research team and contributing ideas for new research projects
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 2015/16 exceeded £537.4m 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

Oxford Martin School

No other university, anywhere in the world, hosts a research organisation like the Oxford Martin School. Our community of more than 200 researchers from Oxford and beyond, are working to address the most pressing global challenges and opportunities of the 21st century.

The School was founded with the belief that this century, and specifically the next few decades, is a crucial turning point for humanity. The sheer speed of change means that we now have the power to destroy possibilities for future generations. Equally, we have the potential to dramatically improve the wellbeing of people across the planet. It is this combination of urgency and optimism that characterises all our work at the Oxford Martin School.

For more information please visit www.oxfordmartin.ox.ac.uk

Our World In Data

Our World In Data is a web publication based at the University of Oxford. Its objective is to produce and disseminate research about living conditions around the world. Our audience includes educators, journalists, policymakers, researchers and the general public. We currently have over half a million visitors every month, and our work has been cited in research articles in top academic journals and hundreds of media outlets.

For more information please visit https://ourworldindata.org
How to apply

If you would like to apply, please send a CV and a supporting statement to recruitment@oxfordmartin.ox.ac.uk. 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).

Within the supporting statement, candidates are asked to include a short description of a research project that they wish to conduct at Our World in Data. The description should be no longer than 500 words and should explain how the project will contribute to our publication. For this, candidates are highly encouraged to consider the scope of the material that we publish: our aim is to provide the general public with short analytical essays that present state-of-the-art evidence to understand long-run changes in living conditions on a global scale.

Please provide details of two referees and indicate whether we can contact them now.

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 send 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).

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 (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at
grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

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

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits