



Application Pack

Climate and Development Knowledge Network:
Director of Policy and Programmes

REF: CCEF/12/11

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.

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

The Climate and Development Knowledge Network

The Climate and Development Knowledge Network supports developing country decision-makers to design and deliver climate compatible development (CCD). It does this by combining research, advisory services and knowledge-sharing in support of locally owned and managed policy processes.

CDKN works in partnership with decision-makers in the public, private and non-governmental sectors nationally, regionally and globally through hubs in London, Asia, Latin American and the Caribbean, and Africa based within an alliance of partners – PwC, the Overseas Development Institute, Lead International, SouthSouthNorth, FFLA, Lead Pakistan and INTRAC. Over 50 staff are involved in delivering the five-year, £65million global programme led by CEO Sam Bickersteth. Strategy is developed and implemented by a leadership team of Regional Directors and output leaders from across the Alliance, and agreed by the Network Council, and the donors, the UK Department for International Development (DFID) and the Dutch Ministry of Foreign Affairs. Over 100 research, technical assistance and knowledge management projects are now underway in over thirty countries delivering for example, national climate change strategies in Kenya, the Caribbean, Colombia, Nepal and Rwanda and globally relevant guidance on climate compatible development methodologies.

CDKN's approach focuses on enabling developing countries to create sound, locally owned policy leading to action. The vision is to be a flexible and scalable platform, which, over the course of the next five years, will support up to 60 countries with appropriate policy knowledge and advice. We also aim to become a global focal point for research, advice and understanding of the interface between climate change and human development. CDKN is focuses around a number of global climate and development themes that cut across outputs, engaging at global level but drawing heavily on evidence from country engagement. CDKN will provide support for international policy research and knowledge opportunities around the themes of:

- climate compatible development strategies including green growth and sectoral issues
- access to climate finance
- climate-related disaster risk management and resilience

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

Job title:	Climate and Development Knowledge Network: Director of Policy and Programmes
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Department:	CDKN (the post is based within ODI's Climate Change, Environment and Forests Programme)
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Responsible to:	Sam Bickersteth, the CEO of CDKN based in PWC, who will provide day-to-day technical line management and Tom Mitchell, the Head of Climate Change at ODI, who will oversee the post and provide support on behalf of the host organisation.
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Responsible for:	Output Leaders on Knowledge Management and Research
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Purpose of job
<p>A dedicated senior professional post is required in CDKN to drive forward the agreed thematic focus across outputs and regions; build a coherent and responsive strategy; provide quality control and advice across the programme, enhance external representation and support the CEO and management team.</p> <p>The main thrusts of the CDKN Director of Policy and Programmes role will be to deliver a coherent global programme within CDKN based around the three thematic areas identified, and secondly, to provide strategic advice across CDKNs programmes. This means leading the two streams of global work through managing in and out house resources whilst linking with the related core areas of the regional and output led portfolios. The post-holder will have a strong external focus.</p> <p>The Director of Policy and Programmes will work closely with and report directly to the CEO alongside other members of the Management team, also working closely with both Outputs Leaders and Regional Directors on CDKN Strategy and Business Plan delivery. The post holder will provide oversight of key output areas of CDKN, ensuring that the output teams deliver high quality and up scaled programmes.</p>
Main duties and responsibilities
<p>The post-holder will contribute to the overall strategy of CDKN and lead CDKN's global programme, in a matrix structure which includes both regional heads and output leaders responsible for research, knowledge management, partnerships and technical assistance. Specifically, the post-holder will:</p> <ol style="list-style-type: none"> 1. Act as the focal point in CDKN relating to climate compatible development policy, building credible CCD capacity within CDKN, particularly in the focal thematic areas 2. Manage and develop a global programme of policy research and knowledge management for CDKN focussed around the themes of CCD strategies, climate finance and disaster management 3. The post holder will lead CDKN's research, and knowledge management work streams providing strategic direction, staff management and budget responsibilities for the ODI

- programme outputs
4. Represent CDKN externally engaging in international fora, building key relationships and helping to shape international consensus on climate and development
 5. Contribute to CDKN strategy and programme development, including annual Business Plans;
 6. Contribute to regional and output plans, to ensure quality and consistency across outputs and regions;
 7. Contribute to individual project design, monitoring and evaluation, for key, strategic engagements in agreement with regional and output leaders;
 8. Carry out other duties as requested by the CEO;
 9. Recruit, induct, develop and support directly managed staff;
 10. Carry out annual appraisals and probationary reviews within the performance management system of ODI and CDKN;

Person specification

Knowledge and Qualifications

- A degree and post-graduate qualification in a discipline relevant to climate change and international development

Experience

- A high degree of professional competence in climate compatible development, attested by publications and extensive professional experience;
- Excellent networks in the climate change and development policy arena
- Experience in analysis and application of new knowledge for policy makers

Skills/Abilities

- Ability to lead a research, policy advice and public affairs team,
- Demonstrated capacity to manage staff and budgets in professional advisory services including encouraging good and managing poor performance;
- Demonstrated capacity to work productively in a matrix management structure;
- Experience in external relationship management and representation, including at international meetings, conferences and seminars;
- Experience in building professional communities of practice;
- Experience in communicating in a variety of ways
- Project Management Skills

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 and the ODI website (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 0351

The closing date for receipt of applications is **6th January 2012**

Terms of employment

Salary: Grade 6. Competitive based on skills and experience, 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 15th 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: Fixed-term contract until March 2015 - 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

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

Relocation: Limited assistance is available towards relocation expenses.

Union: ODI has a branch of the Association of Clerical, Technical and Supervisory Staffs (ACTSS), a section of the Transport and General Workers Union (TGWU).

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.