

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Research Officer – Oxford Climate Policy Monitor (Oxford Climate Policy Hub)
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6: £36,360 to £42,434 per annum
Hours	Full time
Contract Type	Fixed-term for 1 year
Reporting to	Thomas Hale and Thom Wetzer, Co-Directors, Oxford Climate Policy Hub
Vacancy reference	189397
Additional information	The closing date for applications is 12 noon (UK time) on Monday 16 November 2026 <i>Interviews are expected to take place during the week commencing 7 December 2026 and will be on-line.</i>

The role

The Oxford Climate Policy Hub is seeking a Research Officer to support the Hub's team as it continues to develop the [Oxford Climate Policy Monitor](#) and the broader goals of the Hub.

The Hub is a collaboration between the [Blavatnik School of Government](#) and the Oxford [Sustainable Law Programme](#), and forms part of the University's [Oxford Net Zero](#) strategic cluster. The Hub is also supported by the [Oxford Martin School](#).

Achieving net zero at speed and global scale requires radical innovation to address the complex "ecosystem" of multi-actor, multi-domain, multi-jurisdiction governance around it. The Programme is a world-leading centre of expertise on aligning the rules that structure the economy to achieve climate goals. Combining insights from law and political economy, and rooted in climate science, finance, ethics, and economics, the Hub monitors, analyses, and advances the frontier of best practice in regulating for net zero.

Reporting to the Programme Director (or a senior member of the research team), the postholder is a Research Officer in the research team of the Oxford Climate Policy Hub, contributing to the Hub's research on the governance and regulation of climate policy and to the operation and



development of its Climate Policy Monitor. Working within guidelines set by senior colleagues, the postholder carries out research on climate policy and regulation across jurisdictions — collecting, structuring and analysing data, undertaking literature reviews, and contributing to research outputs — with day-to-day responsibility for running the Monitor's survey and evaluation process.

Flexible working

Where it is operationally possible, the School's flexible working policy provides individuals the opportunity to work remotely for up to 40% of their working hours (which translates to two days per week for full-time positions).

Responsibilities

- Manage own research and administrative activities, within guidelines provided by senior colleagues. This will include running the day-to-day operation of the Climate Policy Monitor across its data collection and evaluation phases — scoping policies with participating law firms, administering and quality-checking the policy-tool surveys, and matching and reconciling firm responses.
- 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, including refining the Monitor's survey instrument, codebook and coding procedures.
- Contribute to the design of research materials and make arrangements for data gathering, including coordinating with the Hub's law-firm network on the identification and surveying of relevant policy tools.
- Gather, analyse and present qualitative and/or quantitative data from a variety of sources.
- Undertake comprehensive and systematic literature reviews and write up the results for publication in peer-reviewed journals or for presentation at conferences or public meetings, including supplemental reading to adjudicate divergent survey responses during reconciliation.
- Contribute to research publications, book chapters and reviews.
- Take responsibility for the day-to-day administration of the research project, including maintaining the Monitor's policy-tool database and documentation.
- Represent the research group at external meetings/seminars, either with other members of the group or alone.
- Contribute to discussions and share research findings with colleagues in partner institutions and research groups.
- Manage data to ensure adherence to ethical standards and enable replication of results, in line with the Monitor's open-access and transparency commitments.

Selection criteria

Essential selection criteria

- Hold, or be close to completion of, a master's degree or equivalent in a relevant discipline – such as public policy, political science, law, economics, environmental policy, or a related field relevant to climate policy and regulation.
- Possess specialist knowledge relevant to climate policy, regulation, or governance – in one or more sectors or jurisdictions – with the ability to carry out research within the established research programme.

- Strong data-handling and organisational skills, including experience of collecting, structuring and analysing policy, legal or regulatory information, and comfort managing structured datasets (e.g. in spreadsheets or a database).
- Ability to work accurately with detailed legal or policy material and to liaise professionally with external contributors (e.g. law firms or domain experts).
- Ability to manage own research and administrative activities.
- Excellent oral and written communication skills, including the ability to write text that can be published, present data at conferences, and represent the research group at meetings.
- A systematic, thorough and well-organised approach to work, with high levels of accuracy and attention to detail, and the ability to deliver research outputs to deadlines.
- A committed and collaborative team-player, able to work constructively and effectively with research partners.

Desirable selection criteria

- Experience of contributing to research publications.
- Previous experience of working in a research team and contributing ideas for new research projects.
- Experience of comparative or cross-jurisdictional research.
- Familiarity with climate policy, environmental law, energy regulation, or a related field.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University, we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

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, and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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 <https://www.ox.ac.uk/about>.

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 140 MPP students and around eight doctoral students a year. We also accept a small group of students for our MSc in Public Policy Research.

At the Blavatnik School, we think of diversity as spanning multiple dimensions of individual experience that shape our ideas, ways of thinking and being including, but not limited to, race, gender, age, ethnicity, geography, sexual orientation and differential abilities. We regard such diversity as core to our institutional identity and values and aim to provide staff with a range of events and resources to support them throughout their time with us. For further details, please visit our [Work for Us page](#).

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of three referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. 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)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
 - although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
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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 department(s).

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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly to recruit@bsg.ox.ac.uk.

To return to the online application at any stage, please go to: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

There is no normal or fixed age at which staff in posts at other grades 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.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities.

See <https://www.ox.ac.uk/about/jobs/working-here>.

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. 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 <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See <https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>

Supporting disability and health-related issues

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/support-for-disabled-staff>. The Staff Disability Advisor can be contacted at staffdisability@admin.ox.ac.uk

The University of Oxford Newcomers' Club

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

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support/researcher-hub/about>