



FURTHER PARTICULARS

Seminar Leaders & Project Consultants for Evidence in Public Policy Hilary Term 2025

Overview of the roles

The Blavatnik School of Government is seeking to engage Seminar Leaders and Project Consultants to join the teaching team of the Evidence in Public Policy course within the [Master of Public Policy](#) (MPP) in Hilary Term 2025.

The Evidence in Public Policy core course focuses on teaching students how to interpret, critique, design, and commission impact evaluations, and how to use them in practice in policy contexts.

As a Seminar Leader, you will have the opportunity to lead seminars, attend lectures, assess student work, and be involved in the broader life of the School.

As a Project Consultant, you will give students one-on-one feedback as they develop and write up their summative project, designing an impact evaluation of a government policy, and assess these projects.

You will be required to undertake the Social Sciences Division Preparation for Learning and Teaching course if you have not already received equivalent training. <http://www.learning.ox.ac.uk/support/teaching/programmes/plto/>.

The Master in Public Policy (MPP)

The MPP aims to develop practitioners rather than academics. Our current MPP class consists of 140+ students from different countries and territories around the world. Our students, who are aged between 22 and 49 years of age, have all been selected because of their outstanding academic achievements, their proven commitment to public service, and their capacity to show leadership and have real world impact. Students come from a range of different academic and socio-economic backgrounds and come with different levels of policy experience and exposure. Student profiles are available at <http://www.bsg.ox.ac.uk/people>.

Terms of Reference

You will join the Evidence in Public Policy teaching team:

- Dr [Julien Labonne](#); Associate Professor in Economics and Public Policy
- Dr [Kate Orkin](#); Associate Professor in Economics and Public Policy

Seminar Leaders

Duties:

- Act as seminar leader for up to four seminar groups, holding 75-minute long weekly seminars with these seminar groups. Each leader's seminars will be held in consecutive slots on either Wednesday, Thursday, or Friday (pending confirmation of schedule), during weeks 1 to 5 of the course. To cover the relevant material, this requires you to:
 - Attend lectures and panels
 - Read core material
- Mark and provide feedback on formative assignments for each seminar student (in week 5).
- Provide written feedback on each seminar student at the end of Hilary term.

Hours:

Duties will take approximately 70 hours in weeks 1-5 of Hilary Term 2025.

Tasks	Duration	Frequency	Estimate of Total Hours
Pre-course orientation and training	4 hours	Once before teaching starts	4 hours
Weekly seminars	75 minutes	Weekly per Group	75 minutes x 4 groups x 5 weeks = 25 hours
Reading of core material	2 hours	Weekly	2 hr x 5 weeks = 10 hours
Attending lecture and panels	3 hours	Weekly	3 hr x 5 weeks = 15 hours
Student work marking			Estimated 10 hours
Student end of term feedback		Once, at the end of term	Estimated 5 hours
			Total Hours = 69 hours

Project Consultants

Duties:

- Act as a project support leader for student-led projects undertaken individually or in small groups. These projects involve students designing an impact evaluation on a topic of their choice, with support from group workshops and individual mentoring. Each student receives three 20 minute 1:1 sessions in Weeks 6-8 of the course with a project consultant.
- Assessment of up to 40 student projects over 3-4 weeks during the spring vacation.

Hours:

- At least 8 contact hours per week of 1:1 sessions in weeks 6-8 of Hilary term.
- Assessment of up to 40 student projects over 3-4 weeks in weeks 10-12 of Hilary term.

Duties will take approximately 51 hours in weeks 6-8 of Hilary Term 2025 and the spring vacation.

Tasks	Duration	Frequency	Estimate of Total Hours
Pre-course orientation and training	4 hours	Once before teaching starts	4 hours
Weekly contact hours	8 hours	Weekly, weeks 6-8	8 hours x 3 weeks = 24 hours
Attending seminar workshops	1 hour	Weekly, weeks 6-8	1 hr x 3 weeks = 3 hours
Student work marking		Once-off, weeks 10-12	Approx. 20 hours
			Total Hours = 51 hours

Selection criteria

Essential criteria

- For Seminar Leaders: Hold a Master's degree in economics, public policy, development studies, sociology, social policy with a quantitative focus.
- For Project Consultants: Hold, or be close to completion of, a PhD/DPhil in economics, public policy, development studies, sociology, social policy or a related field with a quantitative focus, and/or have significant relevant professional experience.
- Excellent oral and written communication skills.
- A systematic, thorough and well-organised approach to work.
- A committed and collaborative team-player.
- Ability to carry out independent quantitative research, including strong writing skills and excellent skills in statistics/econometrics, and hence to assess and advise on design of such research.
- Familiarity with quantitative approaches to impact evaluation.

Desirable criteria

- Familiarity with qualitative approaches to impact evaluation.
- Relevant previous experience.

Pay rate

Payment will be at the rate of £17.03 per hour (Grade 6.1) for Seminar Leaders and £18.98 per hour (Grade 7.1) for Project Consultants, plus hourly holiday pay (12.07%)

How to Apply

If you are qualified and interested, please email your CV and a one-page cover letter highlighting your most relevant experience and the contribution you would make to recruit@bsg.ox.ac.uk by with the subject "EPP Seminar Leader/Project Consultant – Hilary Term 2025".

If qualified, you can undertake both the Seminar Leader and the Project Consultant roles, as they occur in different weeks of Hilary term. Please indicate in your cover letter if you wish to do this.

We would welcome applications from those currently based in the UK, or overseas and who plan to be in Oxford in January 2025.

Please note that you must have the right to work in the UK at the time of the teaching.

The closing date for applications is **12:00 noon (UK time) on Friday 10 May 2024**.