



Oxford HR | Candidate Pack

Researcher

August 2024





About Oxford HR

Oxford HR is a B-Corp certified global leadership consultancy, specialising in supporting leaders working towards environmental and social impact.

We manage executive level search and appointments and services which include coaching, EDI consulting, team and leadership development. We work with non-profits, NGOs, consultancies, foundations, start-ups, think-tanks, social enterprises, multi-lateral development banks and government institutions and businesses.

Our clients are from all over the world. We have developed the following sector specialist areas:

- Environment, Climate & Conservation
- Trade, Finance, Impact Investment
- Education
- Health
- Livelihoods & Agriculture
- Sustainability and ESG
- Human Rights & Equality
- Disaster & Humanitarian Response

Our teams work globally, some from locations in Europe (Oxford and Amsterdam), Africa (Nairobi), and Asia (Singapore) and Washington DC to oversee our work across the Americas. We have over 40 staff, and 45 associates spread across 20 countries.

We are committed to equity, diversity, and inclusion which are part of our organisational values. We embrace cultural difference and strive towards creating inclusive behaviours across our organisation. As an organisation, we are learning and growing in our EDI journey and approach our work with an intersectional lens.

As a certified B-Corporation, sustainability is very important to us. We have integrated SDGs to our strategic plan and have recruited staff to sharpen our responses in this area. We are partnering with Just One Tree, to plant 25 trees monthly in Madagascar to contribute to curb the climate crisis. We plant an additional 10 trees with each placed candidate, who receive a nominal certificate on their first day in their new role.

Our Vision is 'an equitable, sustainable planet, delivered by leaders inspired by the need for urgent change' and our Mission is 'identify and support leaders in creating lasting positive social and environmental impact.'



Job Summary

Location: Oxford, UK (with at least 2 days per week in the Oxford office).

Contract Type: Full or part time will be considered.

Salary Range: £28,000 – £33,000 depending on experience

Role Description

The purpose of this job is to lead on desk-based research for executive-level recruitment. Alongside a consultant, you will work closely with our clients, organisations such as WWF, Greenpeace, Malala Fund, Global Canopy, Womankind and others, to understand their talent and leadership needs. As part of an executive search assignment, you will carry out research to identify potential candidates. Researchers are expected to conduct background analysis of different sectors and industries, to manage information on our database, to think creatively, to speak to senior leaders regularly with confidence, and to manage relationships with clients. They work closely with Consultant(s) in the delivery of projects through to the appointment of a preferred candidate.

In this position, you will learn about different sectors (as referenced above) and about different organisational structures and role functions with them. You will need to manage multiple projects at any one time and to contribute to organisational learning on how to improve ways of working. This role works closely with a network of other researchers, and alongside a regional Business Support Manager who ensures that systems and processes are efficient and that projects are delivered to a high quality. If you are ambitious, there are opportunities to grow in this role and in the organisation.

Key Responsibilities

Research:

The research function can be related to specific assignments and/or business development

- Prepare comprehensive executive search strategies for different appointment assignments (e.g. CEO of Womankind, Chair of the Board for ADD International, Head of Education for Save the Children). These would include background about the client, the role and creative ideas on where to look for their ideal candidate using an ethical approach to outreach and communication. This role will share and collaborate with other researchers on this task.
- Conduct research to understand and learn about new organisations and topical issues for business development. This should be recorded on to the database and will be in collaboration with a Head of Sector.

Stakeholder Relationships:

- Over time, you will develop your own network of senior leaders and build an understanding of what is happening in the market in different sectors.
- Build strong relationships with clients and candidates.
- Actively communicate with candidates in a timely manner, keeping them informed, screening for suitability and managing expectations.

- Build good working relationships with other team members including consultants, Heads of Sectors, Business Support Manager and Regional Managing Director.

Project Management:

- Actively contribute to managing end to end projects. i.e. participate in briefing meetings, keeping detailed notes, ensuring the database is up to date and functioning with excellence, managing project timelines and developing written materials as required.

Organisational Work:

- Attend team meetings and take turns in taking meeting minutes/chairing.
- Contribute to business development and organisational knowledge sharing – such as writing articles for newsletters on topics of relevance, identifying external speakers for webinars, helping to organise events.
- Join an active internal community of practice about best practice in research work.
- Respond professionally to telephone and email queries.
- New duties will be added as work streams and technologies change.





Person Specification

Essential:

- Research experience, whether it is in academia, executive search or other contexts, you will know how to get the best out of desk-based research, and you will keen to pick up the phone or attend an event as part of your research work.
- Excellent time management and multi-tasking skills, with the ability to work on tight deadlines and manage multiple projects at the same time.
- IT literacy: you will bring the ability to use computer-based technology to complete different tasks. You will need to use Microsoft applications including Word, Excel, Outlook, and Teams day-to-day and quickly learn a new database system.
- You have good attention to detail, and you are diligent with your work. You have good written and oral English language communication skills.
- You will bring good interpersonal skills capable of maintaining strong relationships with senior leaders.
- You can work effectively on your own and manage your time independently. You also have an appetite to work as part of a remote team, contributing to continuous improvement and promoting a culture of inclusivity and pride in our work.
- You bring full commitment to diversity, inclusion and anti-racism principles and the ability to embed them into operations and ways of working.
- A demonstrable interest in social and environmental issues.

Desirable:

- Additional language skills.
- Experience working remotely.
- Experience working within any of our sector specialisms in an organisational context

Personal Style and Behaviour:

- Ability to remain calm under pressure and respond to changing demands and priorities when required.
- A creative approach to work, with an appetite to find different ways to reach goals and milestones
- Ability to work effectively within and across teams of different backgrounds, and ability to build strong relationships with remote teams.
- Collaborative and inclusive working style.
- Ability to reach collegiate decisions.
- Ability to foresee and mitigate problems, as well as a proactive approach to problem solving.
- Self-motivated and driven to succeed.
- A positive, supportive attitude towards colleagues, candidates and clients.

Oxford HR Values

Oxford HR's values are aligned with those of the international development sector, and we are trusted to appoint leaders who are not only technically competent but who are also aligned in terms of organisation's culture and goals and committed to support the achievement of the Sustainable Development Goals (SDGs) and the priorities in the Agenda 2030. More specifically we believe in:

Continuous improvement – we measure and evaluate what we do, get feedback and improve upon it. We use technology to support our work and ensure our team are constantly learning and developing their skills. We innovate wherever we can to secure our approach is the best possible for any project we undertake. We're open to criticism. We're naturally curious.

Collective and personal expertise – we believe no one person has a monopoly on the right answer and ensure we work collectively on our projects and challenges. We share knowledge and focus on disseminating ideas and expertise across the whole organisation.

We hire people who are steeped in the backgrounds they're delivering services in, who are professional and resourceful, and constantly eager to learn and committed to their own personal development.

Care – for our staff, our associates, our clients and candidates and for the sectors we work in. We work globally, across many cultures and constantly strive for a culturally sensitive response in all our projects. Our culture is non-hierarchical, and we regard staff and associates as equal parts of our Oxford HR family.

Cultural sensitivity - we recognise the under representation of certain minority groups in leadership roles and want to challenge that wherever we can. We relish having a diverse workforce.

Ethical and transparent – we uphold principles of ethical recruitment including openness and transparency in our dealings with candidates and clients.





How to Apply

All correspondence, at this stage, should be via Oxford HR.

To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: *Your First Name–Your Last Name–Document Name–Date (mmyy)–OxfordHR* (e.g., *Pat–Jones–CV–082024–OxfordHR* or *Pat–Jones–CoverLetter–082024–OxfordHR*).

Closing Date

Monday 16th September (Early applications advised as interviews will be held on a rolling basis)

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Oxford HR’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at lmwanza@oxfordhr.com in the first instance.

About Oxford HR

Oxford HR is a B Corp certified leadership consultancy.

Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for a support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: oxfordhr.com





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