Constitutional Specialist Application Pack (RES2213)
About the Institute for Government

The Institute for Government is the UK’s leading independent think tank promoting more effective government. We work with all the main political parties and with senior civil servants in Westminster, Whitehall and across the UK, providing fresh thinking through research, events and leadership development. We undertake high quality qualitative and quantitative research, focusing on improving the effectiveness of government and producing practical recommendations for change, and organise regular high-level public and private events addressing different aspects of government in the UK and internationally. In addition, we provide tailored development opportunities for senior decision makers and their teams, and offer advice to departments and political parties, leading and shaping opinion on improving performance and effectiveness.

About the Bennett Institute for Public Policy

The Bennett Institute for Public Policy at the University of Cambridge aims to develop successful and sustainable solutions to some of the most pressing problems of our time. It brings together the world-class research of Cambridge in technology, engineering and the natural sciences with a deep understanding of the social and political forces that are remaking democracy and generating fundamental challenges for governments across the world.

About the Review of the Constitution

In February 2022, the Institute for Government and the Bennett Institute for Public Policy launched a Review of the UK Constitution.

The purpose of the review is to take a non-partisan, evidence-driven approach to assessing the current state of the UK constitution, probing how well some of the UK’s core institutions and democratic processes are performing. As set out in our first paper, A framework for reviewing the UK constitution, it will examine the constitution through three lenses: the balance of power between different branches of government – the executive, legislature and the judiciary; the tension between the centralisation and devolution of power; and the relationship between the public and the state.

The review will evaluate key aspects of the constitution and make detailed recommendations for reform. There will be a range of activities and outputs including original research papers, a series of commissioned papers by academics and experts on different aspects of the constitution, and roundtables and events held across the country. The review will conclude with a final paper drawing together all aspects of its work in September 2023.
What we’re looking for

The Institute for Government and the Bennett Institute are seeking to recruit a constitutional specialist to support the team delivering the final stages of their Review of the Constitution, from January to September 2023 on a part-time basis.

Working with the research team and the Review’s eminent advisory panel, we expect that the successful candidate will be involved in the following tasks:

- **Reviewing papers commissioned from constitutional experts.**
  - Providing comments on the structure and drafting of a range of short, externally commissioned papers by constitutional experts on topics including devolution, House of Lords reform, the civil service and the role of political parties.
  - Reconciling comments from other reviewers, including the directors of both organisations, review revisions and conduct quality control.

- **Contributing to the drafting of the Review’s final paper.**
  - Helping draw together the different outputs of the review including commissioned pieces, original research papers, events and roundtables.
  - Drafting sections of the paper in an accessible manner in line with IfG/Bennett style.
  - Contributing to the development of practical recommendations for reform of the UK constitution.

- **Assisting the team with communications activities to promote the work of the review**, for example:
  - Events, including the launch of the final Review paper.
  - Engagement with key stakeholders in academia, the civil service, parliament and government.
  - Comment pieces and media articles summarising the conclusions of the Review.

We are looking for candidates with:

- **Demonstrable experience and/or expertise in the constitution or democracy-related issues.** This could include practical experience, for example in parliament or government, or academic experience such as a PhD or other research role.

- **Ability to communicate confidently and clearly**, and influence a range of audiences with well-reasoned and appropriately evidenced arguments for change, in writing and orally.

- **Strong editorial skills**, with the ability to synthesize complex information, identify questions and arguments that are most important/relevant to a given project, and use your own judgement to address comments.

- **Excellent interpersonal skills**, with the ability to work effectively with internal and external colleagues and partners, and confidence in managing external stakeholders and working with very senior people. Experience of engaging with policymakers and the research community in order to disseminate findings and build networks.

- **Strong networks in the constitutional space** among academics, policymakers, politicians, think tanks, and/or the media (desirable, but not essential).

We are taking a flexible approach to this recruitment, and would be willing to adjust the specifics and scope of the role for the right candidate who could bring the core skills and expertise required. We are also open to considering candidates from a range of career stages, and would welcome applications from specialists who are at a relatively early point in their career as well as those who are much further on.
IfG and the Bennett Institute are committed to supporting greater diversity and inclusion within our workforce, and to fostering an environment in which everyone feels welcome and valued. We welcome applications from anyone with the skills and experience needed for this role, and particularly encourage applications from candidates who belong to groups currently underrepresented in the think-tank sector. This includes but is not limited to Black, Asian and ethnically diverse candidates, disabled candidates, and candidates from low-income backgrounds.
Information for applicants

Employer: Institute for Government

Location: 2 Carlton Gardens, SW1Y 5AA

Who can apply: Anyone who can demonstrate they have the relevant skills and experience as set out in this pack.

Applicants should either: i) have an entitlement to work in the UK without a visa or ii) hold a relevant visa allowing them to work without visa sponsorship.

Closing date: Applications close on Wednesday 30 November at 10am.

Start dates: As early as possible in January 2023.

Terms: The successful candidate must be available on at least a part-time basis from January 2023 to September 2023. Contractual arrangements can be flexible around the requirements of the successful candidate – we are open to a part-time consultancy contract, fixed-term contract or secondment.

Pay: Pay will be depend on skills, experience and, if relevant, consultancy rate of the successful candidate, as well as the specifics of the role as informed by those skills and experience. If you would like to discuss this further, please get in touch at recruitment@instituteforgovernment.org.uk.

Working hours: We envision this as a minimum of three days a week, and can be flexible about exact working hours and how these are distributed across the week.

Remote working: The successful candidate would be able to work remotely. Candidates based in London and the surrounding areas would be encouraged to work from IfG’s offices (in central London) on a regular basis, but this would not be expected for candidates who are based elsewhere in the UK.

Equal opportunities: All job applicants and employees will receive equal treatment regardless of sex, colour, race, nationality, ethnic or national origin, sexual orientation, marital status, civil partnership, gender reassignment, age, disability, or religious beliefs. Our assessment process is anonymised up to shortlisting in order to eliminate as much bias as possible.

Privacy policy: When you apply for a job with the Institute, we collect and process information (personal data) about you according to data protection law. For full details of our privacy policy please visit: https://www.instituteforgovernment.org.uk/recruitment-privacy-policy
How to apply

Stage One

To apply for this role, please submit the following by email to recruitment@instituteforgovernment.org.uk:

- An up-to-date CV that should be no more than two sides of A4.
- A covering letter addressed to the Recruitment Manager, explaining your interest in and suitability for this role. This should also be no longer than two sides of A4.

Stage Two

Shortlisted candidates will be invited to an online interview. We expect that these will be held on Wednesday 7 December. Top candidates may be invited to a second-round interview the following week (w/c 12 December) if necessary.

Any questions?

Please contact Senior Researcher Jess Sargeant at jess.sargeant@instituteforgovernment.org.uk if you have any questions about this role.

Further information about the Institute for Government can be found on our website.

We send out regular emails, including a weekly newsletter, about our reports, publications and events. To receive these emails, you can subscribe here.