



UNIVERSITY OF ESSEX

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

Please complete the short on-line application form and attach the following documents.
(Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a. a covering letter explaining why you are interested in the post;**
- b. a curriculum vitae giving full details of your qualifications and experience to date, this must include any gaps in employment in the last 3 years and must be reflected in the referees provided;**

NB. Please do not attach reference documents, market papers, articles or other non-requested documents.

- Links to Guidance Notes and Frequently Asked Questions can be found at the top of the Search Results page.
- To return to the Search Results page or to make an application, please close this window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

We are proud to have received Two Ticks accreditation and guarantee an interview to any candidate with a disability who meets the essential criteria for the post. For further information please use the Diversity button on our website.

If you are invited to attend an interview, you will receive an email with details of the arrangements. If you have provided us with a mobile telephone contact number, you will also be notified via a text message telling you to visit your email account for further information.

Due to the high volume of applications we are currently receiving for posts regrettably the Recruitment Team cannot provide specific feedback to candidates that have not been shortlisted for interview.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Recruitment Team (01206-874588/873521) for help.

Closing Date: 13 December 2011

Interviews are likely to be held on: 19 January 2011

Produced by:

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University of Essex
JOB DESCRIPTION – Job ref RE479

Job Title and Grade:	Deputy Director UK Longitudinal Studies Centre (ULSC), Grade 10
Contract:	Full-time, Permanent
Hours:	A notional minimum of 36 hours per week
Salary:	£46,696-£52,556 per annum
Department/Section:	Institute for Social and Economic Research (ISER)
Responsible to:	Director of ISER
Reports on a day to day basis to:	Director of ULSC

Purpose of the job

Working with the Director of the ESRC UK Longitudinal Studies Centre (ULSC), Professor Nick Buck, the post-holder will take immediate responsibility for key aspects of managing the ULSC and the *Understanding Society* project. *Understanding Society* is a large new household panel study and a major strategic investment for the ESRC which funds it. It is intended through its scale, breadth of content and innovation to have a major impact on social research in the UK and internationally, and also to provide a basis for a transformation of interdisciplinary research beyond the social sciences through, for example, the collection of biomedical data and other forms of data beyond the standard questionnaire instrument. For details of the study see www.understandingsociety.org.uk

The post-holder will have the ambition and commitment to contribute substantially to the development of this world-leading research resource. You will take responsibility for some key areas of the study and be expected to contribute your own strategic vision for the ULSC and *Understanding Society* as it develops over the coming years. Depending on performance, there may be the possibility of becoming Director of the ULSC and assuming the role of Principal Investigator for the *Understanding Society* study in the longer term. The ESRC as funder of *Understanding Society* has the right to determine the appointment of the Director, and any such promotion would be subject to their agreement.

The Deputy Director will be expected to become familiar with the full range of activities involved in the design and management of *Understanding Society*. This includes strategic planning, liaison with funders and partners, defining and taking forward the research agenda for *Understanding Society*, balancing the resource commitments involved in *Understanding Society* and ULSC, and delivering a high quality and innovative survey to the user community. You will also ensure that key aspects of the study such as data linkage, biomedical data collection, and added value studies such as qualitative or other forms of data collection are taken forward.

You will contribute to and promote innovation in collection and methodology and play an active role with partners from other longitudinal studies in promoting the value of longitudinal research. You will promote the use of *Understanding Society* and the visibility of research based on the study to a wide range of audiences including the academic and policy community and the general public. The Deputy Director will assist the Director with funding proposals and budget management and in developing relationships with funders and research partners, ensuring the continuing funding of *Understanding Society*.

In addition to leadership and management responsibilities for ULSC and *Understanding Society*, the successful candidate will have substantive research interests relevant to data collected in *Understanding Society* and will pursue a programme of research relevant to the study. **It is expected that this research activity will account for approximately 50% of the time of the successful candidate.** The Deputy Director will contribute to the work of a multidisciplinary research team, and

consolidate and extend ISER's international reputation in longitudinal quantitative analysis of social science research issues.

Candidates should have a strong publication record and may be from any disciplinary background. ISER's substantive research programme is wide ranging and inter-disciplinary covering research themes including:

- The Family and Demography
- Social Stratification and Disadvantage
- Intergenerational Transmission
- Inequality, Poverty and Income Distribution
- Social Policy
- Social Behaviour, Beliefs and Values
- Health
- Labour Markets
- International Comparisons
- Risky Behaviour
- Ethnicity and Migration
- Analysis Methods
- Survey Methodology

Duties of the Posts:

1. To work with and support the Director of the UK Longitudinal Studies Centre (ULSC).
2. To take responsibility for key areas of the management of the ULSC and the *Understanding Society* project.
3. Liaison with the ESRC and other co-funding government departments.
4. Working with the Director to secure external research funding, including the refunding of *Understanding Society*.
5. To promote the *Understanding Society* data to a wide range of users.
6. To undertake a programme of research and publication using *Understanding Society* data that consolidates and extends ISER's international reputation in quantitative analysis of social science research issues.
7. To provide research leadership for members of the ULSC team of researchers.
8. To supervise graduate research students and/or teach occasional graduate and training courses.
9. To maintain and develop links with other similar world-class institutions involved in the collection and analysis of longitudinal data.
10. Any other such duties as may be assigned from time to time by the Director of ISER or his/her nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances and do not form part of the contract of employment.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/personnel/CondServ/default.htm>

University of Essex
PERSON SPECIFICATION

JOB TITLE: Deputy Director, UK Longitudinal Studies Centre

POST REF: RE479

Qualifications /Training

	Essential	Desirable
▪ A higher degree in a relevant social science discipline.	x	

Experience/Knowledge

	Essential	Desirable
▪ Knowledge of and a commitment to longitudinal studies and the promotion of longitudinal research.	x	
▪ An understanding of the role of longitudinal data in research across a range of disciplines.	x	
▪ Strategic vision to ensure the continued development and success of <i>Understanding Society</i> as a major UK data resource.	x	
▪ Staff management experience and an ability to work well in a large team.	x	
▪ An ability to negotiate and deal with different project stakeholders.	x	
▪ Experience of survey design and survey management, including the delivery of data to external users.		x
▪ A strong publication record and potential for a contribution to the future Research Excellence Framework (http://www.hefce.ac.uk/Research/ref/).	x	
▪ Experience of winning external research funding.	x	
▪ Experience of successful management of, or a major role in, large scale research projects.		x
▪ Experience in the application of quantitative methods of analysis.	x	
▪ Experience in the analysis of survey data or other micro-data.	x	
▪ The ability to work collaboratively in a multidisciplinary environment.	x	
▪ Experience in applying research to policy issues.		x
▪ Experience in the application and development of statistical methods applicable to sample survey data.		x
▪ Experience in the analysis of longitudinal and panel data.		x
▪ Experience of, or an interest in, international comparative research using micro-data.		x
▪ Experience of or an interest in research linking social and biological sciences.		x

Other

	Essential	Desirable
▪ Strong commitment to research resource development as well as substantive research.	x	
▪ Ambition to be an international leader in the field of longitudinal data production and analysis.	x	
▪ Can fulfil the staff vetting procedure for Government contracts (see general information for more details).	x	
▪ Can meet the requirements of the UK 'right to work' legislation*	x	

*If you require Home Office permission to work in the UK, or need to switch your visa status in order to take this job, please note that following the introduction by the UK Government of immigration limits on skilled workers we recommend you use the following link to information about the routes into employment and to check eligibility requirements: <http://www.ukba.homeoffice.gov.uk/workingintheuk/>

Working at The University of Essex

The University of Essex is proud to be:

A leading academic institution with an international reputation for the quality of its research and teaching and an international community that is committed to equality and diversity.

Benefits

▪ pension scheme	▪ generous holiday entitlement
▪ competitive salaries	▪ training and development
▪ childcare facilities/vouchers	▪ relocation package for qualifying staff
▪ interest free season ticket loan	▪ range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

ISER

ISER has a worldwide reputation as a multidisciplinary centre of quantitative social science research and as a producer of household panel data of the highest quality (notably the British Household Panel Survey and the new UK Household Longitudinal Study '*Understanding Society*'), and we seek to consolidate and extend our reputation in both dimensions, building on a very successful twenty year record. ISER is also home to EUROMOD, the tax-benefit micro-simulation model for the European Union (EU). ISER's research excellence is demonstrated by its outstanding publication record and substantial research funding.

An excellent record of high-quality research

ISER's research currently addresses topics including: income distribution and poverty; the family and intergenerational transmission processes; health and ageing across the lifecourse; social policy; cross-national comparative research; the value of education; friendship and social networks; employment and self-employment dynamics; risky behaviour; ethnicity and migration; social stratification; neighbourhood influences on individual outcomes; analysis methods; and survey methods.

In the 2008 Research Assessment Exercise, ISER researchers made substantial contributions to the Economics and Sociology units of assessment. The Economics unit of assessment was rated joint third alongside Oxford and Warwick. The Sociology unit of assessment received the highest grade coming joint first with Manchester, Goldsmiths College, and York.

ISER has an active Working Paper Series providing an outlet for papers prior to publication <http://www.iser.essex.ac.uk/publications#papers>. Publication in high profile journals and other outlets is expected and is reflected in our recent publications <http://www.iser.essex.ac.uk/publications>

Substantial research funding

ISER is currently the largest single recipient of research and resource funding from the ESRC, with quinquennial core-funding currently supporting centres in each of our two primary activities: the Research Centre on Micro-Social Change (MiSoC) for substantive research, and the UK Longitudinal Studies Centre (ULSC) for survey-related activities. ISER's researchers contribute to the programmes of both centres. With its unique combination of research and resource functions, ISER offers successful applicants an ideal environment in which to capitalise on the exciting new opportunities for research that will be provided within the MiSoC programme and by *Understanding Society*.

The MiSoC research centre was recently re-funded for a five year period and has a programme of research spanning four main strands: Family and Social Ties; Working Lives; Inequalities and Opportunities; and Methods for Analysing Longitudinal Data (see <http://www.iser.essex.ac.uk/research/misoc>). The programme focuses on changes in outcomes and

behaviours over individuals' lives and across generations, together with methods of longitudinal data analysis.

The ESRC UK Longitudinal Studies Centre (ULSC) promotes best practice in the design, collection and management of longitudinal data and has an active survey methodology programme, and works to promote longitudinal research methods and encourage usage of a range of longitudinal data sets. ULSC is responsible for the management of the flagship ESRC funded 40,000 household panel survey for the UK, '*Understanding Society*' which includes the former British Household Panel Survey sample (<http://www.understandingsociety.org.uk>). The BHPS is one of the most heavily used social science data sets in the UK, and recognized as one of the world's highest quality longitudinal surveys and we have every expectation that *Understanding Society* will become a major data resource in the coming years.

A unique feature of *Understanding Society* is the collection of bio-markers and direct physical measures and samples. These include cognitive measures, blood and saliva samples, blood pressure and pulse rate, and anthropometric measures of height, weight, body fat, grip strength and lung function. Alongside the rich socio-economic data being collected by the study, this will prove to be a unique household-focused bio-social survey for the UK offering many new and innovative avenues for research spanning the social and bio-medical sciences.

In addition to ESRC core-funding (which contributes over 50% of our income), ISER has a strong track record of success in securing funding under other ESRC funding programmes and from other sources, including the European Union, the Joseph Rowntree Foundation, the Leverhulme Trust, the Nuffield Foundation, government departments such as the Department for Work and Pensions, the Department for Education, and the Home Office, and organisations such as the Equality and Human Rights Commission, the Low Pay Commission, the Financial Services Authority, and the Equal Opportunities Commission.

The EUROMOD micro-simulation project, funded by the European Union, provides a major resource for European comparative tax-benefit policy research. As well as calculating the effects of actual policies it is also used to evaluate the effects of tax-benefit policy reforms and other changes on poverty, inequality, incentives and government budgets. EUROMOD is a unique resource for cross-national research, designed to produce results that are comparable across countries and meaningful when aggregated to the EU level. For details see <http://www.iser.essex.ac.uk/research/euromod>

The successful candidate will have the opportunity to help shape the future direction of *Understanding Society* and extend the work of the ULSC. Reflecting the changing priorities in social science research agendas, and the responses to them by the major research funders, we anticipate the need for ISER's research profile to evolve, and the successful candidate will be expected to contribute to this process.

A top research environment in a leading university

ISER is a flagship social science department within the University of Essex, internationally recognised as a centre of excellence and expertise in the analysis of longitudinal data and providing a stimulating and innovative research environment. The University of Essex is one of the leading universities in Europe for social science research and ISER makes a major contribution to the University's success. ISER contributed to the 2008 Economics and Sociology RAE returns, which were ranked joint 3rd and 1st respectively in the UK. The recently-established Department of Health and Human Sciences is the fastest growing department in the university, and has a growing research reputation in health studies. There are also close links with the UK Data Archive (UKDA), based on campus, which is the largest archive of accessible social-science data in Europe.

This appointment will further develop and strengthen connections with these departments. Collaborative research is explicitly fostered through ISER's Research Associate scheme. Jointly with the Departments of Economics and Sociology, the Institute runs three masters degrees, each of which has ESRC '1+3' recognition status. Essex is an ESRC Doctoral Training Centre and ISER receives PhD funding awards through the DTC.

ISER occupies a modern purpose-built building on the University campus. The building provides spacious office accommodation for all ISER staff and PhD students, meeting and seminar rooms, a

common room, and a specialist Research Library. There are excellent IT facilities in ISER and throughout the university. The University's Albert Sloman Library is widely acknowledged to have excellent holdings in the social sciences. Our two weekly multidisciplinary seminar series are regularly attended by around 30 researchers from ISER and other departments.

ISER has about 60 staff in total, including around 30 researchers from several disciplines (mainly economics, sociology, and survey methods), survey specialists, and computing and support staff. There are 33 part- and full-time PhD students and ISER hosts a large number of visitors from around the world. Forty external Research Associates are actively engaged in collaborative research with ISER staff.

The ISER senior management team consists of the ISER Director (Heather Laurie), the Research Director (Mark Taylor), the Director of MiSoC (Steve Pudney) and the Director of the ULSC (Nick Buck). The ISER Directorship currently operates on a rotating head of department model with a three year term.

Strategic planning and management are organised by senior staff. There are four Research Groups with a strategic role of promoting collaboration in our four main areas of research interest: Work; Family; Inequalities; and Research Methods. These groups also have a strategic role in planning research funding initiatives.

The successful candidate will be expected to contribute to senior ISER management responsibilities and leadership. Further information about ISER, its staff, and its activities, is available from our web-site: <http://www.iser.essex.ac.uk>. Information about the University of Essex is available from <http://www.essex.ac.uk>.

General Information

As part of the selection process, we expect to invite short-listed candidates to visit ISER and to make a research presentation (in addition to the formal interview).

For informal enquiries about this post, please contact:

Prof Heather Laurie (ISER Director): Telephone: +44 (0)1206 873556;
Email: laurh@essex.ac.uk

However applications must be made online

Staff Vetting Procedures for Government Contracts:

The University of Essex has Government contracts, some of which require it to access Government systems, information or data. We have a duty to protect these assets and this obligation extends to our employees.

Due to the nature of the work in the Institute for Social and Economic Research (ISER), applicants who are offered employment will be subject to a vetting procedure before the appointment is confirmed to enable the University to verify the following for the successful candidate:

- Identity
- Employment history (for a minimum of the past 3 years)
- Nationality and immigration status
- Criminal Record (unspent convictions only)

Criminal Record Disclosure Checks:

We encourage all applicants to provide details of warnings, reprimands, cautions or criminal offences at an early stage in the application process. This includes telling us if you are on Probation; under a suspended prison sentence; released from prison on parole; or still under a conditional discharge. Should you wish to declare such information, please email the Recruitment Team in confidence, (staffing@essex.ac.uk) attaching brief details, or alternatively post details to the Recruitment Manager, Human Resources, University of Essex, Wivenhoe Park, Colchester CO4 3SQ. This information is seen only by those directly involved in the recruitment process.

Should you be appointed to this post you will be asked to complete a Criminal Record Declaration Form and make an application for a basic disclosure from Disclosure Scotland. More information about Disclosure Scotland can be at <http://www.disclosurescotland.co.uk/> .

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background to your offence. A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website: <http://www.essex.ac.uk/personnel/Pol&Proc/Rec&sel/disclosure.html>

Removal and Relocation

ISER aims to make a contribution towards the relocation costs of new staff members. (There is no automatic contribution by the University in this case.) We are willing to offer a contribution of up to £1000 (maximum), subject to production of appropriate receipts. Subject to negotiation, an additional £500 (maximum) may be available for staff relocating from outside the UK.

Working at the University of Essex

The University of Essex prides itself on being a research intensive institution while also being accessible to students with a range of different qualifications and backgrounds.

It is an internationally diverse campus university, with students and staff from some 130 different countries, and is committed to equality and diversity.

Its three campuses, in Colchester, Southend and Loughton, provide choice, flexibility and support to students in a safe and friendly environment. The University is committed to being environmentally responsible.

The University of Essex – a profile

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, the University has grown in both reputation and size. There are now more than 9,000 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into four faculties – Humanities and Comparative Studies, Law and Management, Science and Engineering and Social Sciences. The University employs more than 2,000 members of staff.

Since its inception the University has prided itself on being a research intensive institution and in the UK's most recent research assessment exercise Essex was ranked ninth for the quality of its research.

In 2010 Essex was ranked 41st out of 113 universities in *The Times*, *The Good University Guide*. Despite its high rankings, the University remains accessible to all students. The University has a long tradition of admitting students, including mature students and those from non-traditional backgrounds, who do not have standard entry qualifications but who will make good use of the opportunity to study for a degree.

Results from three major surveys of students undertaken during spring 2010 show that the University of Essex is now ranked in the top 20 out of all UK universities for student satisfaction from a total of 146 Universities in the UK – and we are in the top 16 of all English Universities.

Essex is an internationally diverse campus university with a genuine longstanding commitment to internationalisation. Today more than 130 countries are represented within the student body and 38% of Essex's students are from overseas.

Students at Essex enjoy a flexible degree structure which allows them to try new subjects during their first year, change degree choice at the end of the first year and take a number of optional courses. Resources and facilities include the Albert Sloman Library which holds more than a million books, pamphlets, e-publications and microforms, the *myEssex* web portal; open access computer laboratories as well as network connections in all student study bedrooms, the 1000-seat Ivor Crewe

Lecture Hall, and specially equipped dance and drama studios. The University's outstanding Latin American art collection has recently received national accreditation.

Essex offers three friendly campus environments. The Colchester Campus, Essex's largest and original site, is set in 200 acres of parkland. It incorporates teaching buildings, shops, banks, a gallery and theatre, bars and cafes, and sufficient student accommodation to house over half of its student population.

In 2000, the East 15 Acting School merged with the University, adding a second campus in Loughton which is just five minutes from London Underground's Central Line. The University's newest campus, on Southend's bustling High Street, opened in 2007 and houses four academic departments.

The University is unusual in that it has formed a small number of large partnerships with further education providers of higher education. The Colchester Institute, South Essex College along with the jointly owned UCS* (University Campus Suffolk) between them teach over 8,000 students studying for University of Essex awards. Combined with the University, there are over 17,000 students studying for University of Essex degrees.

Essex has been ranked fifth in a national league table rating the quality of life at UK universities. The league table – which places Essex above Oxford, Cambridge – incorporated factors including house prices, crime rates, traffic congestion and schools in the area, as well as average academic salaries and the proportion of staff on permanent contracts.

No Smoking Policy

The University has a No Smoking policy.

May 2008
Updated December 2008
Revised July 2009
Updated October 2010

* University Campus Suffolk is jointly owned with University of East Anglia