

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### Making an application:

**Please complete the short on-line application form and attach the following 4 documents:**

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) A full curriculum vitae (CV) including any publications. You should specify your 4 most significant papers published within the past 5 years (or an equivalent number appropriate to being an early career researcher). Applicants from within the UK should indicate which publications have been submitted to the REF 2014 and any assessment of the rating for each piece of work; For more information about the REF visit [www.ref.ac.uk](http://www.ref.ac.uk)
- c) For posts at salary grade 9-11, a research statement of no more than two sides of A4 providing details of your research plans for the next three years. This should include details of books, chapters or papers in progress together with planned publication dates. For journal articles please provide details of target journals and planned submission dates. If you have papers that are currently under review please detail the stage these have reached and the timescale you expect those papers to be accepted for publication. If you have papers that have been accepted for publication but not yet published please provide the date the paper was accepted for publication.
- d) For posts at salary grade 9-11, please include a document of no more than two sides of A4 setting out your three year plan for generating external funding to support your research.

Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

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 Resourcing Team (01206-874588/873521) for help.

**Closing Date: 12 November 2017**

**Interviews are planned for: 29 November 2017**



**JOB DESCRIPTION – Job ref REQ00944**

<b>Job Title and Grade:</b>	Catalyst Project Senior Research Officer Grade 8
<b>Contract:</b>	Fixed-term, full-time until 30 June 2019 due to limited funding in the foreseeable future
<b>Hours:</b>	A notional minimum of 36 hours per week
<b>Salary:</b>	£32,548 - £38,832 per annum
<b>Department/Section:</b>	Department of Government
<b>Responsible to:</b>	Catalyst Project, Senior Project Manager, Strategic Planning and Change
<b>Reports on a day to day basis to:</b>	Catalyst Project, Evaluation Lead, Strategic Planning and Change
<b>Purpose of job:</b>	<p>The post-holder will lead on the development of an evaluation toolkit or framework to be implemented across the local authority councils, as well as a variety of evaluation-related projects funded under the Catalyst Project and developed in conjunction with Essex County Council and Suffolk County Council.</p> <p>The post-holder will support other colleagues in the writing of research papers, building on an outstanding existing publication record which will provide a strong entry for the 2021 Research Excellence Framework.</p>

**Duties of the Post:**

The main duties of the post will include:

1. Developing a methodology to assess public service programs and projects that will underpin the development of a general evaluation tool.
2. Developing a set of evaluation techniques that will be applied within the context of local authority and public policy and will be embedded in the evaluation tool.
3. Travelling on a weekly basis to partner's locations, gathering requirements and conducting evaluations of public service programs for local authorities.
4. Deliver training and promoting the evaluation framework toolkit to local authorities in Essex, Suffolk and elsewhere.
5. Take active part in other dissemination, outreach and user engagement activities such as providing policy briefings to local authority partners.
6. Support other colleagues in the writing of research papers, involving where applicable other researchers, and be committed to the publication of research in academic outlets as well as making presentations at local events and national conferences.
7. Participate, like all Department of Government staff members, in various institute-level activities appropriate to their seniority.
8. Any other duties as may be assigned from time to time by the Catalyst Project Evaluation Lead or their nominee.

Due to the nature of the role, the appointment will be subject to a staff vetting process including a Disclosure Scotland check.

***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.***



**Terms of Appointment:**

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

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

**October 2017**

### PERSON SPECIFICATION

**JOB TITLE:** Catalyst Project Senior Research Officer

#### Qualifications/Training

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ A PhD in a relevant social science or quantitative discipline (or be in the final stages of completion)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### Experience/Knowledge

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Experience of working with quantitative data</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience in using local authority micro-data</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of using analytical software such as R, Stata, SAS, or SPSS beyond beginner level, for data management and statistical analysis</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of programming in Stata</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Awareness of methodological issues within the field of risk in a social context</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of designing and conducting evaluations of programmes, projects, or initiatives</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of developing and delivering face-to-face or online training to expert and non-expert audiences</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of using social media platforms for promoting academic research</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of writing policy briefs for a non-academic audience</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### Skills/Abilities

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ High-level skills in organising and analysing complex data from local authorities</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Good statistical skills</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ IT skills and familiarity with Windows-based software, and online teaching software (such as Moodle)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Proficiency with Stata, SAS, SPSS or R</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Good interpersonal, communication and general management skills</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ An independent research reputation, within a relevant field</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ An excellent publication record in quantitative social policy, public economics or other relevant discipline</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Proven ability to produce high quality work within deadlines with minimal supervision</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ An aptitude for team and collaborative working, with both internal and external stakeholders</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Proven ability to contribute to project management and to assist with managing a team with a diverse workload and competing priorities</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ A good standard of written and spoken English</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other**

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to travel for work-related purposes and to work peripatetically between the Councils and University locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Interest in public policy issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Can fulfil the staff vetting procedure for Government contracts (see general information for more details)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. The University may be able to offer Tier 2 Sponsorship for this role. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

**October 2017**

## **Additional Information**

### **Catalyst Project / Department of Government**

You can find more information about the project/department at the following links

<https://www.essex.ac.uk/research/showcase/catalyst-project> and <http://www.essex.ac.uk/government/>

### **People Supporting Strategy**

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

### **General information**

Informal enquiries may be made to Mina Manning, Catalyst Senior Project Manager (telephone: 01206 872057, e-mail: [cfproj@essex.ac.uk](mailto:cfproj@essex.ac.uk)). However, all 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, applicants who are offered employment in this role 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 unspent criminal convictions at an early stage in the application process. Should you wish to declare such information, please email the Resourcing Team in confidence, ([resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)) attaching brief details, or alternatively post details to the Resourcing 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 make an application for a Basic criminal record Disclosure. This only asks about unspent convictions. More information about the process 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:

<https://www1.essex.ac.uk/hr/managers/recruitment/ex-offenders.aspx>

### **Benefits**

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeParkDayNursery.co.uk](http://www.wivenhoeParkDayNursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

### **No smoking policy**

The University has a no smoking policy.

**This document is produced by:**

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**October 2017**