



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, which includes some standard questions, and attach the following documents. (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
 - a curriculum vitae - giving full details of your qualifications and experience to date.
- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
 - We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

We are proud to have been a Two Ticks employer since August 2008 and, as part of our commitment to this scheme, we guarantee an interview to any candidate with a disability who meets the essential criteria for the post. 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.

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.

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: 16 November 2016

Interviews: w/c 5 December 2016

Produced by:

Resourcing Team

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JOB DESCRIPTION – Job ref REQ00297

Job Title and Grade:	Research Fellow Grade 9
Contract:	Fixed-term, full-time. This post is fixed-term until January 2019 because there is uncertainty about its continued funding in the foreseeable future
Hours:	A notional minimum of 36 hours per week
Salary:	£39,324 per annum
Department/Section:	Business and Local Government Data Research Centre
Responsible to:	Director and Deputy Director of ESRC Business and Local Government Data Research Centre (BLG DRC)
Reports on a day to day basis to:	Deputy Director of BLG DRC
Purpose of job:	To contribute to the research programme on Local Economic Growth.

Duties of the Post:

To work on a research programme on Local Economic Growth as agreed with ESRC. Research in this area is one of the four research streams of the ESRC Business and Local Government Data Research Centre, funded by ESRC.

The post-holder will join an established team of researchers who work on the collection of data from local governments and businesses and develop research around the drivers of local economic growth.

Duties of the post:

1. To conduct research using the data hosted by the ESRC BLG DRC and develop new research areas around local economic growth.
2. To initiate and take the lead in the writing of research papers and be committed to the publication of research in high quality academic outlets.
3. To give presentations at national and international workshops and conferences.
4. To build on an outstanding existing publication record which will provide a strong entry for the 2020 Research Excellence Framework.
5. To identify sources of funding and contribute to the process of securing these funds.
6. To lead high-quality research projects and collaborate to complete existing research projects.
7. To take active part in other dissemination, outreach and user engagement activities.
8. To build networks of contacts around data analytics and smart economic growth.
9. The post-holder will participate, like all researchers of the ESRC BLG DRC, in various institute-level activities appropriate to their seniority.
10. Other duties may be assigned from time to time by the Director 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.

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 2016

**PERSON SPECIFICATION****JOB TITLE: Research Fellow****Qualifications /Training**

	Essential	Desirable
▪ A PhD in a relevant social science or quantitative discipline, or equivalent experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Knowledge of cross-national comparative research issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working with quantitative data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using software such as Stata, SAS, or SPSS beyond beginner level, for data management and statistical analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of programming in <i>Stata</i> , <i>Matlab</i> , or languages such as <i>C</i> or <i>Visual Basic</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of raising research funding	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of presenting research findings to a variety of audiences (businesses, local governments and academics)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The potential to develop a publication record for submission to the 2020 Research Excellence Framework	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ High-level skills in organising and analysing complex data from household surveys	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Good statistical skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ IT skills and familiarity with Windows-based software	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proficiency with <i>Stata</i> or similar	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good interpersonal, communication and general management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An independent research reputation, within a relevant field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to use initiative and produce high quality work within deadlines, with minimal supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to motivate and supervise junior staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ An aptitude for team and collaborative working	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A good standard of written and spoken English	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Willingness to travel for work-related purposes.	<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 ability to meet the requirements of UK ‘right to work’ legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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* 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. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Additional Information

Department information - Essex Business School : Business and Local Government Data Research Centre

You can find more information about the Centre at the following link: [Business and Local Government Data Research Centre](#).

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 Professor Vania Sena or Professor Jerry Coakley (telephone: vsena@essex.ac.uk or jcoakley@essex.ac.uk

Vetting

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 this work, 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

Due to the nature of the work, applicants who are offered employment will be subject to a criminal record check (known as a Basic Disclosure) before the appointment is confirmed. This will contain details of any unspent convictions.

We do not need to know about 'spent' convictions, and encourage all applicants to provide details of criminal offences 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) attaching brief details. We guarantee that this information is only shared with the Resourcing Manager.

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>

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.

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 a 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
- 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.

October 2016