

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 5 documents. 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.

- Please include a covering letter setting out how you meet the requirements of the role as set out in the person specification.
- Include a full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development. For posts with a research component, 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
- Include an education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.
- For posts with a research component, please include 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.
- For posts with a research component, applicants should also submit no more than two sides of A4 setting out their three year plan for generating external funding to support their research.

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.

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: 30 November 2016

Interviews are planned for: 26 January 2017



JOB DESCRIPTION – Job ref REQ00165

Job Title and Grade:	Professor and Director of ISER Grade 11
Contract:	Permanent, full-time
Hours:	A notional minimum of 36 hours per week
Salary:	On the professorial salary scale and commensurate with skills and experience
Department/Section:	Institute for Social and Economic Research (ISER)
Responsible to:	Executive Dean, Faculty of Social Sciences
Responsible for:	ISER Professorial staff, Communications and Engagement Manager, Administrator, Information Technology and Security Manager, and Systems Manager
Purpose of the job:	To provide strategic leadership to ensure the long-term sustainability of ISER and enhance the position of the Institute over the coming years.

Role Description

ISER is one of the world's leading quantitative social science research institutes. The ISER Directorship is a professorial-level appointment that provides an exciting opportunity for an outstanding individual with the vision and ambition to shape ISER's future development and direction. We seek a Director who will provide strategic leadership to ensure the long-term sustainability of ISER and enhance the position of the Institute over the coming years. The successful candidate will have an established research profile and be a leader in their field, with the appetite and ability to manage a major research organisation. They should be innovative and prepared to lead the development of new research agendas.

ISER has 11 professorial staff who lead a range of research programmes. Its core work has been in the collection and analysis of longitudinal data on individuals and households, and this continues to be extremely important, but it has also diversified to include a range of other activities, including micro-simulation of policies across Europe, the analysis of health status using social and biological data, the investigation of international development issues and research on linked administrative data and tax records. What unifies these activities is ISER's commitment to the use of quality micro-data and cutting-edge quantitative methods to inform research that addresses key contemporary issues.

The Director will provide leadership to a multidisciplinary research team, consolidating and extending ISER's international reputation in quantitative analysis and policy-relevant research. Applications are welcome from candidates from any disciplinary background that could contribute to ISER's research portfolio.

The Director will be expected to pursue their own research agenda and undertake a substantial programme that extends ISER's international reputation in quantitative research in the social sciences.

ISER researchers contribute to the University of Essex's submission to the Research Excellence Framework ([REF](#)). In the next REF, it is expected that ISER staff will contribute to the Units of Assessment for Economics, Social Policy and Social Work, Sociology, and Public Health.

The Director will enhance ISER's capacity to produce world-class research outputs and to continue to attract large scale research funding. ISER is already home to the ESRC Research Centre on Micro-social Change (MiSoC), which was refunded in 2014 for a further five year period. ISER is also engaged in the production of high-quality research resources, including *Understanding Society*, the UK Household Longitudinal Study, the largest such study in the world, and EUROMOD, the tax/benefit micro-simulation model, unique in its coverage of all EU countries, and increasingly being used worldwide. Creating these research resources and supporting their effective use currently accounts for around half of ISER's activities and a core goal for the ISER Director is to ensure that the synergies between resource development and research activities are fully realised.

The Director will have overall responsibility for ISER's strategy for communications and policy engagement. The Director also has an important role in representing ISER to the outside world. The Director will play a key role in promoting ISER's research to a wide range of external stakeholders, working with professional communications and web teams and the Understanding Society Policy Unit to maximise research impact. Key audiences include policy-makers, government departments, opinion formers, data providers, the Third and private sectors, national and international organisations, the media and funding bodies. The ISER Director will also promote links with other departments, including Economics, Government, Sociology and the UK Data Archive, to continue to build the University's strong reputation in quantitative social science. There are no undergraduate teaching duties associated with this post.

ISER is a department of the University of Essex within the Faculty of Social Sciences. Heads of Department in the University are appointed for three-year terms. It is expected that the incoming ISER Director will serve as Head of Department for at least two terms. ISER has no undergraduate administrative or teaching responsibilities, but does contribute to teaching on a small number of Master's degree courses and has a thriving PhD programme. Each Head of Department provides strategic leadership and management so that the department realises its full potential for excellence in education and research. Heads are accountable to the Executive Dean of Faculty and work closely with senior faculty officers and members of Professional Services to discharge their responsibilities. The Director represents ISER within the University, is a member of Senate and works with the Executive Dean of the Faculty of Social Sciences to deliver ISER's objectives.

ISER has an annual income of £10 - 12 million. There is an excellent administrative and IT support team within ISER as well as a communications team to support outreach and engagement activities. The Director is supported by a Deputy Director, Research Director, Graduate Director, a PA, the ISER Administrator, a Research Funding Manager, administrative and senior staff to oversee both day-to-day operations and long-term strategy. The new Director will have an opportunity to review the current support arrangements for carrying out their role and make changes if necessary.

More details about ISER's research programmes can be found on its website (<https://www.iser.essex.ac.uk/>).

Key responsibilities:

1. Leading the future development of ISER.

- Provide a strategic vision for ISER's future development and long-term sustainability
- Provide leadership to staff to deliver ISER's aims and objectives and ensure this vision is realised
- Work with the Research Director and senior staff to ensure ISER secures a continuous stream of external funding and to ensure that all research staff maintain an excellent record of publication
- Promote ISER's work to a wide range of external stakeholders, policy-makers, funders, government departments, the media and general public
- Ensure synergy across research and infrastructure development activities
- Maintain good relationships with core funding organisations including the ESRC/RCUK, foundations and government agencies

2. Research activities.

- Undertake a substantial programme of research and publication that consolidates and extends ISER's international reputation in quantitative analysis of social science research issues
- Publish research in high quality peer reviewed journals
- Present research through international and national scholarly fora and media relevant to their discipline
- Disseminate research to users (including policymakers) in order to obtain and promote maximal impact from research and to ensure knowledge transfer

3. Manage academic and administrative responsibilities with support from the ISER Administrator and Faculty support team.

- Responsibility for financial planning and management
- Responsibility for overall staffing profile of ISER, decisions about new appointments and oversight of other personnel issues
- Work with the ISER Graduate Director and the Doctoral Training Partnership to develop ISER's postgraduate research programme
- Oversight of ISER's Information Security Management System
- Maintain and develop links with other departments in the University of Essex and establish and develop links with other similar world-class institutions
- Work closely with the Executive Dean for the Faculty and represent ISER to senior management within the University

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.

It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.

Terms of Appointment:

For a full description of the terms of appointment for these posts please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

September 2016

PERSON SPECIFICATION

JOB TITLE: Professor and Director of ISER

Qualifications /Training

	Essential	Desirable
<ul style="list-style-type: none"> ▪ A PhD, or equivalent research experience, in a relevant social science discipline 	X	

Experience/Knowledge

	Essential	Desirable
<ul style="list-style-type: none"> ▪ A distinguished publication record and evidence of a strong personal contribution to the next Research Excellence Framework at a minimum 3* level 	X	
<ul style="list-style-type: none"> ▪ Evidence of prior experience of successful academic leadership and management of large scale projects 	X	
<ul style="list-style-type: none"> ▪ Experience of and sustained performance in winning external research funding 	X	
<ul style="list-style-type: none"> ▪ Experience of financial planning and management 	X	
<ul style="list-style-type: none"> ▪ Experience of staff management and staff recruitment in a higher education environment 	X	
<ul style="list-style-type: none"> ▪ Experience in the application of quantitative methods of analysis as demonstrated by publication record 	X	
<ul style="list-style-type: none"> ▪ Evidence of a commitment to disseminating research to non-academic audiences and achieving policy impact 	X	
<ul style="list-style-type: none"> ▪ Well connected within UK and international networks 	X	
<ul style="list-style-type: none"> ▪ Experience in the use of sample survey data 		X
<ul style="list-style-type: none"> ▪ Experience in the analysis of longitudinal and panel data 		X
<ul style="list-style-type: none"> ▪ Experience of international comparative research 		X

Skills/Abilities

	Essential	Desirable
<ul style="list-style-type: none"> ▪ A substantial established professional reputation related to the applicant's main area of academic activity 	X	
<ul style="list-style-type: none"> ▪ The ability to work collaboratively in a multidisciplinary environment 	X	
<ul style="list-style-type: none"> ▪ Effective leadership and management skills 	X	
<ul style="list-style-type: none"> ▪ The ability to establish positive and effective working relationships with colleagues and external partners 	X	

Other

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Can meet the requirements of the UK 'right to work' legislation* 	X	
<ul style="list-style-type: none"> ▪ Can fulfil the staff vetting requirements for Government contracts (see general information for more details) 	X	

* 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>

September 2016

Additional Information

The Institute for Social and Economic Research (ISER)

ISER, founded over 25 years ago, is a research department in the Faculty of Social Sciences of the University of Essex. It 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 ('*Understanding Society*' the UK Household Longitudinal Study and its predecessor the British Household Panel Survey (BHPS)). ISER is also home to the long-running ESRC Research Centre on Micro-Social Change (MiSoC) and EUROMOD, the tax-benefit micro-simulation model for the European Union. ISER's research excellence is demonstrated by its outstanding publication record and substantial research funding. ISER employs scholars of international prominence publishing in the top journals in their fields.

An excellent record of high-quality research

ISER's research currently addresses topics including: income distribution and poverty; employment and self-employment dynamics; the family and intergenerational transmission processes; health and ageing across the lifecycle; social behaviour, beliefs and values; education, labour markets, and skill formation; social policy; social stratification and disadvantage; risky behaviour; ethnicity and migration; neighbourhood influences on individual outcomes; cross-national comparative research; the measurement and use of data on individuals' expectations; analysis methods; and survey methodology.

ISER has a strong publication record, with regular contributions to top-five journals in Economics and to leading journals in Sociology such as *European Sociological Review* and *American Journal of Sociology*. We have strong links with the University's departments of Economics and Sociology, both of which are recognised as being among the strongest in the country. ISER contributes to these two Units of Assessment in the REF, and in future is likely to support two more. ISER has its own seminar series and also runs joint seminars with Economics and Sociology and for health researchers across the University. It operates an active Working Paper Series providing an outlet for papers prior to publication: <http://www.iser.essex.ac.uk/publications>.

Substantial research funding

ISER is currently one of the largest single recipients of research and resource funding from the ESRC, with quinquennial core funding currently supporting our two primary activities: the Research Centre on Micro-Social Change (MiSoC) for substantive research, and the UK Household Longitudinal Study. With its unique combination of research and resource functions, and a core focus on the use of advanced quantitative techniques applied to micro-data usually on individuals, families or households, ISER offers quantitative social scientists an ideal research environment.

The MiSoC research centre (<https://www.iser.essex.ac.uk/misoc/>) has enjoyed continuous ESRC funding from its inception in 1989. The 2014-2019 research programme, "Understanding individual and family behaviours in a new era of uncertainty and change", is organised in three main strands:

- Vulnerability, social insurance, and the dynamics of family finances, employment and health;
- New members of society: the formation of capabilities in children and young adults, and social mobility and integration amongst immigrants;
- Values, preferences and expectations.

A cross-cutting strand will focus on advancing statistical methods to improve our ability to obtain robust empirical evidence from data analyses with statistical and econometric methods. It is directed by Professor Mike Brewer, with co-Directors of Professors Sonia Bhalotra, Paul Clarke, Emilia Del Bono, Adeline Delavande, Steve Pudney and David Voas.

'*Understanding Society*' <https://www.understandingsociety.ac.uk/> is a flagship ESRC initiative, which started with a sample of 40,000 households across the four countries of the UK and includes the former BHPS sample. 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. Unique features of

Understanding Society are the *Innovation Panel* which is reserved for experimentation, immigrant and ethnic minority boost samples and the collection of objective health measures including biomarkers, direct physical measures and genetic data. The Study is underpinned by survey methodological research which is world leading. There is an extensive programme of data linkage to a wide range of administrative records. The Study also has its own Policy Unit which works directly with government departments to undertake research and share findings.

The EUROMOD micro-simulation project (<https://www.euromod.ac.uk/>), 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.

In addition to our substantial funding from the ESRC, ISER has a strong track record of success in securing funding 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.

Research with impact

ISER has a very good record at communicating and disseminating its research, and our key audiences include policy-makers, government departments, opinion formers, data providers, the third and private sectors, national and international organisations, the media and funding bodies. Its research also has impact at the highest level (research from ISER underpinned 7 Impact Case studies submitted to the 2014 REF, for example). This is all achieved through a professional communications and web team, the Understanding Society Policy Unit, and activities that are part of the MiSoC and EUROMOD research programmes, working alongside University and Faculty staff.

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: the results of the 2014 Research Excellence Framework (REF) put it in the top 5 in the UK for social science, and the University is ranked 7th in the UK for economics. ISER makes a major contribution to the University's success. The University also appeared in the top 100 of The Times's World Social Science University Rankings ([World University Rankings in the Social Sciences](#)).

ISER contributes to three masters degrees run jointly with the departments of Economics and Sociology. Each has ESRC '1+3' recognition status.

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. ISER's two weekly multidisciplinary seminar series are regularly attended by some 30-40 researchers from ISER and other departments, and researchers from ISER also regularly engage in departmental seminars in other departments in the Faculty.

ISER has about 80 staff in total, including researchers from several disciplines (mainly economics, sociology, health sciences and survey methods), survey specialists, and computing and support staff. There are over 30 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 (Nick Buck), the Director of MiSoC (Mike Brewer), the Research Director (from October 2016, Adeline Delavande), the Director of EUROMOD (Holly Sutherland) and the Director of Understanding Society (Michaela Benzeval).

Strategic planning and management are organised by senior staff. There are six Research Groups with a strategic role of promoting collaboration in our main areas of research interest: Work; Family and education; Policy, incomes and welfare; Ethnicity and migration; Health; and Methods. These groups also have a strategic role in planning research funding initiatives.

Further information about ISER, its staff, and its activities, is available from our website: <http://www.iser.essex.ac.uk>. Information about the University of Essex is available from <http://www.essex.ac.uk>.

Removal and Relocation

A Removal and Relocation package is available.

Staff Vetting Procedures for Government Contracts

The University of Essex has Government contracts, some of which require it to access UK 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, some job roles require a Baseline Personnel Security Standard (BPSS) check before appointment is confirmed. Applicants who are offered employment to qualifying roles will be subject to a vetting procedure 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)

ISER is ISO27001:2013 certified. All ISER employees have a responsibility to adhere to the Institute's information security policies and procedures. This post holds specific duties with regards to information security and is therefore subject to a Baseline Personnel Security Standard (BPSS) check, including verification of identity; nationality and immigration status; employment history (past 3 years) and criminal record.

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, (resourcing@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/hr/policies/>

Information Security

Information is the lifeblood of ISER. All ISER staff and students are responsible for its security to the organisations and individuals who provide it. ISER is ISO27001:2013 certified and all ISER staff and students have a responsibility to adhere to the Institute's information security policies and procedures.

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 about the post and the work involved are encouraged: potential applicants should contact the current Director of ISER, Nick Buck (nhb@essex.ac.uk), the Deputy Director of ISER, Mike Brewer (mbrewer@essex.ac.uk) or the PVC for Research, Heather Laurie (laurh@essex.ac.uk). However, applications for the post must be made online.

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.

September 2016