

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- 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.

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 (01206-874588/873521/873461) for help.

Closing Date: 21 January 2018

Interviews are planned for: 6 February 2018

Produced by:
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JOB DESCRIPTION – Job ref REQ01055

Job Title and Grade:	Research Funding Manager Grade 8
Contract:	Fixed-term, full-time for 13 months from mid-April 2018 in order to provide cover for a permanent member of staff who is absent from work on maternity leave (see General Information). Part-time working may be considered at a minimum 0.8 FTE. This post is eligible as a secondment post for existing University of Essex staff.
Hours:	A notional minimum of 36 hours per week (pro-rata for part-time)
Salary:	£32,548 to £38,832 per annum (pro-rata for part-time)
Department/Section:	Institute for Social and Economic Research (ISER)
Responsible to:	ISER Director
Reports on a day to day basis to:	ISER Administrator
Purpose of job:	To manage the pre-award research application process within ISER, liaising closely with Principal Investigators (PIs) and the University's Research and Enterprise Office (REO). To manage ISER's research budget portfolio, liaising closely with PIs, and to provide detailed financial reporting and forecasting information to ISER senior management.

Duties of the Post:
Context:

ISER is a world-class research institute based at the University of Essex with approximately 80 research, survey, IT, support and administrative staff. The institute's activities are primarily supported by research contracts with funders from outside the University, including the Economic and Social Research Council (ESRC), government departments and agencies, charitable foundations (e.g. Joseph Rowntree Foundation, Leverhulme Trust, and Nuffield Foundation), the European Commission's Framework Programmes, EU policy directorates, NGOs and the private sector.

The post holder will cover an essential link role between ISER and the University's REO. ISER holds approximately 50-60 active research projects at any one time and Research staff are responsible for submitting new funding bids on a regular and ongoing basis. This role provides individual support to research staff in the preparation of research bids, active liaison with REO to facilitate the bid submission process and post-award budget management support for PIs. The post holder will retain detailed records of bids in various stages of completion to inform financial management, including forecasting, budget setting and auditing.

Duties of the post:

Research Support

- To manage the research application process in collaboration with the REO, including the preparation and submission of applications.
- To manage the administration of consultancy projects and short courses within ISER, including the preparation of detailed budgets.
- To efficiently administer and manage successful research contracts in collaboration with PIs.
- To proactively provide ISER staff with post award advice and guidance, ensuring that staffing, costing, contractual and other resource issues are adequately addressed.
- Close liaison with other staff engaged in these activities, both within ISER, the REO and the Faculty.
- To manage all audit requests received from the REO and ensure that complete and accurate information is provided in a timely manner.

Financial Management

- To work closely with PIs on an individual basis to manage ISER's portfolio of research project budgets.
- To actively contribute to ISER's financial forecasting in consultation with the ISER Director and Administrator.
- To provide timely and accurate financial reports to the ISER Director, Research Director and Administrator as appropriate; and budget management support to the Director of the Research Centre on Micro-Social Change (MiSoC) and PIs as necessary.
- To monitor and update ISER's (Key Performance Indicators) KPIs as part of the annual planning process.
- Close liaison with the Faculty Accountant to manage other ISER income sources such as Higher Education Funding Council for England (HEFCE) and teaching income, etc.
- To reconcile cost centres on a monthly and annual basis.
- To manage complex staff salary charging against departmental and research funding codes.
- To manage expenditure against survey subcontract budgets ensuring adherence to payment schedules and providing accurate projections of future spend.
- To manage the financial year-end process, with the support of the Finance Assistant.

General

- Supporting the Administrator, as required, in all aspects of financial and administrative management.
- As well as the main duties of the post, the post holder will be expected to participate in various activities appropriate to their seniority.
- Any other duties required by the ISER Director or their 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.

ISER is ISO27001:2013 certified. All ISER employees have a responsibility to adhere to the Institute's information security policies and procedures. This post may hold specific duties with regards to information security and may therefore be 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.

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#>

December 2017

PERSON SPECIFICATION

JOB TITLE: Research Funding Manager
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Qualifications /Training

	Essential	Desirable
▪ Educational qualifications to at least A-level standard (or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A qualification or training in financial management and/or accountancy, or equivalent experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of financial management including preparation of budgets, financial forecasting and financial reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in establishing and maintaining systems for managing files and records	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of Agresso or similar financial management software	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of University and/or research funding systems of financial record keeping and reporting (for example, research council, EU)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing pre and post award aspects of externally funded research projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing or administering year-end financial processes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience with Je-S or other online electronic grant application systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of social science funding opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent interpersonal skills and the ability to communicate with a wide range of individuals including Academics, administrative staff and senior management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent numeracy and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ High personal integrity with the ability to maintain the confidentiality of personal data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to produce high quality work within deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Self-motivation, initiative and the ability to work independently	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An ability to work well in a team and meet the diverse needs of a variety of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to manage a diverse workload and competing priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ IT skills including the use of Excel at advanced level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An understanding of University financial policies and procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ The ability to meet the requirements of UK 'right to work' legislation*	<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"/>



▪ Experience and/or an understanding of, information and data protection requirements within an ISO27001 environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ An interest in social science research	<input type="checkbox"/>	<input checked="" 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. 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>

December 2017

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 lifecourse; 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 recognised 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 Master's 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 (Emily Grundy), the Director of MiSoC (Mike Brewer), the Research Director (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>.

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 Angela Newsam (anewsam@essex.ac.uk). However, all applications must be made online.

This appointment is for a fixed-term of 13 months from mid-April 2018 in order to provide cover for a permanent member of staff who is absent from work on maternity leave. You should note that should the permanent member of staff choose to return to her post earlier than the end date of this contract then a notice period of 1 month, instead of 3 months, shall apply to the ending of this appointment.

If you are a current University of Essex member of staff applying for the post as a secondment we would recommend you discuss your application for this secondment with your line manager prior to making an application. Your Department/ Section will need to consider cover arrangements for your absence before a decision can be reached as to the possibility of your release from your current post.

As this is a secondment for a fixed-term period of 13 months, it carries an expectation that the post holder will return to their current post at the end of this time.

Removal and Relocation

Due to the short term nature of this post a relocation package is not 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)

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.

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
- 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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