

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:

- 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 provide information on the range and content of your teaching and supervision experience, as well as on curriculum development. You should also 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
- c) 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.
- d) 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.
- e) 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.

External assessor's reports will be requested for shortlisted candidates as part of the selection process for this role. External assessors are provided with the CV only, and asked to comment on candidate's suitability for the role against the published job description and criteria. If you have any queries regarding this, please contact resourcing@essex.ac.uk

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 876559) for help.

Closing Date: 20 January 2019

Interviews are planned for: 14 February 2019



**UNIVERSITY OF ESSEX
JOB DESCRIPTION**

Job Title and Grade:	Professor of Public Policy (ASER) and Chief Scientific Adviser; Grade 11
Contract:	The post is a full-time permanent appointment, with 0.6 FTE of the Professor's time allocated to the Chief Scientific Adviser (CSA) role and 0.4 FTE allocated to research and education. The CSA will be expected to spend at least a day a week at Essex County Council in Chelmsford.
Hours:	A notional minimum of 36 hours per week
Salary:	On the Professorial scale, commensurate with experience and achievements
Department/Section:	Institute for Analytics and Data Science/Department of Government for substantive Professorial post.
Responsible to:	Director of IADS for Chief Scientific Adviser role and Head of Department for substantive Professorial post
Purpose of the role:	This is a novel and exciting opportunity for a new post of Professor of Public Policy, seconded for three years in the first instance to the role as Chief Scientific Adviser to Essex County Council. This is a high profile Professor role, which will provide senior academic leadership and demonstrate sustainable excellence in research and education. In the seconded role as Chief Scientific Adviser, the Professor is responsible for strengthening the relationship with Essex County Council (ECC) and its partners, and will provide scientific insight, advice and recommendations on policy challenges to ECC.

CONTEXT

This post involves working closely with senior civil servants at ECC and with its public and private sector partners, bringing together evidence and policy to tackle challenging societal and public sector issues, and identifying new opportunities to improve policy development and the well-being and socio-economic outcomes for citizens of the region. The Professor will have relevant academic expertise, potentially with a quantitative social science background, and a strong interest in policy to help local government influence national policies, and ensure that the County Council work innovatively with business, civil society and citizens. The successful applicant may come from a range of disciplinary backgrounds but must have an interest in addressing issues of public policy in an applied context. For the University, this will help to ensure that it is an important anchor in the wider community, as well as increase the impact of its research.

The post is a full-time permanent appointment, with a secondment for three years in the first instance to the role as Chief Scientific Adviser to Essex County Council. 0.6 FTE of the Professor's time will be allocated to the Chief Scientific Adviser (CSA) role and 0.4 FTE allocated to research and education. The CSA will be expected to spend at least a day a week at ECC. During the 3 year appointment as CSA, the post holder is likely to focus mainly on research and PG supervision, but on return to a substantive Professorial role in a department, they will undertake the normal range of education, research and leadership/citizenship duties of an ASER (Academic Staff with Education and Research) member of staff.

The post holder is expected to be eligible for submission to REF2020 as part of the contractual requirements of this post. The successful applicant will be based within the Institute for Analytics and Data Science (IADS).

KEY RESPONSIBILITIES OF THE POST

CHIEF SCIENTIFIC ADVISER ROLE

- To provide academic leadership to support the shaping of research and development policies and assist in making decisions that are based on sound evidence;
- To ensure and improve the quality and use of scientific evidence and advice in ECC (through advice and projects by creating and supporting connections between civil servants and scientific community);
- To champion data science as a key driver of the economy and ensure the County Council uses evidence effectively in policy making;
- To work with key internal and external stakeholders from within and outside the University and Essex County Council to understand the impact of future societal and economic trends;
- To identify knowledge gaps and potential risks, and specific needs that could be addressed to tackle key challenges and open up new opportunities;
- To support horizon scanning activities, linking intelligence from academic research, ECC and the wider system of public services;
- To collect and analyse data, prepare results and conclusions, write reports and present findings and recommendations for internal and external use;
- To contribute to defining, leading and delivering science and research programmes in different areas with support from relevant academic colleagues across University. Act as the institutional academic lead to strengthen and nurture the relationships with ECC and its wider partnership with public and third sector organisations, businesses and community. This includes taking a lead on institutional responsibilities for the oversight and management of research and/or knowledge transfer elements;
- To promote and represent the University's excellence in research and raise University's profile locally and nationally;
- To liaise with Chief Scientific Advisers in national government ministries in London, including the government's CSA.

KEY RESPONSIBILITIES OF THE POST – PROFESSORIAL ROLE

- To provide strategic leadership in education, that will make a significant contribution to the development of student learning at the University.
- To build up a sustained and effective record of impact at a strategic level in relation to teaching and learning, as part of a wider commitment to academic practice.
- To make a substantial contribution to the international profile of the University through the generation of internationally excellent research, scholarship and teaching.
- To pursue research that is world leading in terms of originality, significance and rigour, in keeping with the REF criteria.
- To provide research leadership and enrich the research profile of the department/school.

- To generate substantial research income commensurate with subject area norms.
- To provide leadership in ensuring your own research and that of others in your department generates impact beyond the academic sphere in keeping with the REF criteria.
- To undertake senior leadership responsibilities as agreed with the HoD.
- To enhance the scholarly reputation of the department/school by contact with the wider academic community and the dissemination of knowledge via public communication and other activities.

MAIN DUTIES OF THE POST

Education

- To contribute actively to education provision made by the department/faculty at both undergraduate and postgraduate levels (e.g. through the development of new modules and programmes, curriculum review processes, etc.).
- To provide strategic leadership in education within the department, faculty and/or wider sector (e.g. enhancing student learning, transforming the student experience, etc.).
- To contribute to the establishment of effective organisational policies and/or strategies for supporting and promoting others (through mentoring, coaching, reward and recognition processes, etc.) in their work delivering excellent teaching and support for learning.
- To supervise an above average number of postgraduate research students and/or research staff for the discipline.
- To sustain an active commitment to, and engagement in, continuing professional development related to academic, institutional or other professional practices, and to encourage this actively in others.

Research

- To pursue world-leading and internationally excellent research activity (as understood in the context of the Research Excellence Framework).
- To provide research leadership in securing, in collaboration with colleagues as appropriate, external funding through research grants or contracts to support a well-developed and high-profile research agenda.
- To publish research outcomes of an internationally excellent standard and disseminate the results of their research in other appropriate ways.
- To generate societal impact from the results of research and contribute to impact case studies for the Research Excellence Framework.
- To supervise/manage and mentor post-doctoral researchers, research students and other staff engaged in research.
- To take an active and championing role in the development of relevant communities of research at department, faculty and University level and beyond.
- To provide leadership for major cross-departmental and inter-University research projects.

Leadership and Citizenship

- To undertake significant and strategic leadership responsibilities within the department/school in agreement with the Head of Department.
- To identify, build and develop internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
- To play a leading role in public engagement and the championing and dissemination of knowledge in relevant regional, national and international communities.
- To demonstrate an active commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices, and to encourage this actively in others.
- To ensure knowledge and skills relevant to the profession are up-to-date and applied in education and research, and that the implications of quality assurance and quality enhancement for professional practice are fully understood.

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:
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

**UNIVERSITY OF ESSEX
PERSON SPECIFICATION**

JOB TITLE: Professor of Public Policy and Chief Scientific Adviser (ASER)	POST REF: REQ02076
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QUALIFICATIONS / PROFESSIONAL RECOGNITION / TRAINING	Essential	Desirable
■ A distinguished academic record, including internationally excellent research.	X	
■ Appropriate disciplinary knowledge and excellent international-class research record with policy interest and expertise, which gains and retains academic credibility within the University's academic community.	X	
■ A relevant doctoral-level research degree, preferably with quantitative social science or data science but will consider other relevant disciplinary areas; or equivalent professional experience or practice.	X	
■ Fellowship of the Higher Education Academy or ability to gain this at an appropriate level within a defined period of appointment.	X	
EXPERIENCE/KNOWLEDGE	Essential	Desirable
■ Evidence of teaching excellence at both undergraduate and postgraduate levels appropriate to the discipline.	X	
■ A sustained record of strategic leadership in academic practice and academic development.	X	
■ A substantial record of internationally excellent, world-leading research in the field.	X	
■ A strong, sustained record of academic publication at international or world-leading levels of recognition, with evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes.	X	
■ An established record of success in securing and managing substantial research grants (appropriate to the discipline).	X	
■ Evidence of sustained and successful commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices.	X	
■ Experience of establishing effective organisational policies and/or strategies for supporting and promoting others (e.g. through mentoring, coaching, reward and recognition, etc.) in delivering excellence in research and excellence in education.		X
■ Significant professional reputation in a relevant area of professional practice, if appropriate.		X
■ Evidence of strong and impactful interactions with local/regional and/or (inter)national industrial/commercial sectors.		X
■ Evidence of substantial contribution to the development of professional and/or public policy or practice at regional, national or international levels.		X
■ Major achievement in knowledge exchange activities such as establishment of a successful spin-out company, exploitation of intellectual property rights, or leading a major consultancy activity.		X

<ul style="list-style-type: none"> ■ A proven track record of successful academic leadership at a senior level in a higher education institution that includes working with external partners; 	X	
<ul style="list-style-type: none"> ■ A proven track record in working with public sector organisations and a strategic awareness of the key issues and challenges local government are facing; 		X
<ul style="list-style-type: none"> ■ Experience of developing or leading national and/or international academic partnerships that support the successful delivery of institutional strategic objectives; 		X
<ul style="list-style-type: none"> ■ Experience in working in a similar advisory role. 		X
SKILLS/ABILITIES	Essential	Desirable
<ul style="list-style-type: none"> ■ Ability to provide academic leadership in a range of appropriate contexts (e.g. learned societies, research grants, professional associations, academic networks). 	X	
<ul style="list-style-type: none"> ■ Strong organisational, communication and interpersonal skills. 	X	
<ul style="list-style-type: none"> ■ A commitment to championing excellence in education evidenced by a sustained record of enhancing the student experience at institutional, and/or in (inter)national settings. 	X	
<ul style="list-style-type: none"> ■ Ability to complement, strengthen and help direct the department/school's research and education activities. 	X	
<ul style="list-style-type: none"> ■ An appreciation of the value of appropriate research/education technologies and an ability and/or willingness to deploy these when relevant. 		X
<ul style="list-style-type: none"> ■ Exceptional communication, presentation and negotiation skills with the ability to gain credibility of senior public sector managers, academic colleagues and external opinion leaders; 	X	
<ul style="list-style-type: none"> ■ Able to assimilate, interpret and disseminate scientific data and information from different sources, and to communicate information appropriately to different types of stakeholders; 	X	
<ul style="list-style-type: none"> ■ Able to establish positive and effective work relationships and partnerships with senior colleagues, academic staff and a broad range of internal and external stakeholders to deliver against a complex portfolio of activities; 	X	
<ul style="list-style-type: none"> ■ Able to lead, motivate, influence and work with research and professional services colleagues across the University; 	X	
<ul style="list-style-type: none"> ■ Able to prioritise and organise workload, and think clearly under pressure and time constraints; 	X	
<ul style="list-style-type: none"> ■ Ability to chair meetings effectively, and to lead by example; 	X	
<ul style="list-style-type: none"> ■ Ability to represent the University nationally and internationally, and to engage with and influence external bodies and policy agendas; 	X	
<ul style="list-style-type: none"> ■ Ability to work with and lead professional staff who are line managed by others; 	X	
<ul style="list-style-type: none"> ■ Excellent planning skills, allied to well-developed analytical and problem solving skills; 	X	
PROFESSIONAL VALUES	Essential	Desirable
<ul style="list-style-type: none"> ■ A strong and well-articulated commitment to the University's values and mission to deliver excellence in both education and research 	X	

(integrated academic practice).		
■ A commitment to helping develop dynamic communities of research and education at the University, through inter-disciplinary collaboration where appropriate.	X	
■ A willingness to participate in extra curricula departmental activities (e.g. events supporting recruitment, welcome, employability).	X	
■ A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice.	X	
■ A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice.	X	
■ A commitment to supporting and/or mentoring others, especially those new to teaching/early career.	X	
■ An acknowledgement of the wider context in which higher education operates, recognising the implication for professional practice.	X	
ELIGIBILITY	Essential	Desirable
■ The ability to meet UK 'right to work' requirements.	X	

1 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>

ADDITIONAL INFORMATION

Department

You can find more information about IADS and the Department of Government at the following link:

[Institute for Analytics and Data Science](#)

[Department of Government](#)

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

General information

Informal enquiries may be made to Prof Maria Fasli, Director of Institute for Analytics and Data Science (telephone: 01206 872327 e-mail: mfasli@essex.ac.uk). However, all applications must be made online.

At the University of Essex we use consistent language and terminology that articulates more clearly the responsibilities for education, research and leadership/citizenship associated with each academic role. This will help new colleagues to understand the University values from the moment they engage either as an applicant or new colleague, and help them to understand the future career pathways available to them as they become more established in their role.

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

Benefits

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
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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