

RECRUITMENT PACK



This document includes the following information:

- Job Description
- Person Specification
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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 AccessAble 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: 22 September 2019

Interviews are planned for: 15 October 2019

Expected Start Date: 2 December 2019 or as soon as possible thereafter



JOB DESCRIPTION – Job ref REQ02915

Job Title and Grade:	Impact Manager for the ESRC Research Centre for Micro-Social Change Grade 8
Contract:	Fixed-term, part-time (0.5 – 0.6FTE) for 2 years because there is uncertainty about its continued funding in the foreseeable future
Hours:	18 to 21.6 hours per week
Salary:	£33,199 - £39,609 per annum, pro-rata
Department/Section:	Institute for Social and Economic Research
Responsible to:	Director of ISER
Reports on a day to day basis to:	ISER Communications Manager
Purpose of job:	This post will help shape and deliver the policy impact and knowledge exchange strategy of the ESRC Research Centre on Micro-Social Change (MiSoC). The post-holder will work with both MiSoC researchers and potential users of MiSoC research to maximise opportunities for MiSoC to have an impact outside academia, a key priority of the ESRC, and to demonstrate MiSoC's record in achieving impact.

Context

The Research Centre on Micro-Social Change, MiSoC, created in 1989, is one of the longest running ESRC-funded research centres in the UK. The ESRC has recently awarded MiSoC 5 more years' funding, beginning 1 October 2019. MiSoC is hosted by the Institute for Social and Economic Research (ISER) at the University of Essex, which was awarded a Queen's Anniversary Prize in 2017 for its "authoritative social and economic research to inform the policies of governments for the improvement of people's lives". MiSoC is rightly proud of its record of achieving impact on policy and practice, and the future success of MiSoC depends on continuing and enhancing this through the 2019-2024 period, and demonstrating this to funders and reviewers.

MiSoC has a wide range of users spanning a number of important areas of policy and practice. Our work will provide vital insights and understanding for policy makers, practitioners, think tanks, charities, business and industry, as well as practitioners and leaders within education, health care and organisations supporting people at a local level, the media and the general public. We also aim to increase public understanding of the substantive issues in our programme, and about the value of quantitative social science in general. MiSoC's work will be relevant to national debates on issues such as gender equality, poverty, migration after Brexit, education spending, social mobility and welfare reform. MiSoC's 2019-24 research programme, which is set out at <https://www.iser.essex.ac.uk/misoc>, is directly relevant to the ESRC's research priorities of productivity and skills acquisition, mental health, housing and health and social care, and will be of interest to organisations seeking to understand the processes that generate social inequalities, and factors affecting intergenerational transmission of disadvantage. But an important challenge for the post-holder will be to determine where MiSoC's impact priorities should lie.

This post, a new position within MiSoC, is intended to strengthen the connections between MiSoC's researchers and the potential users of MiSoC research outside academia, so as to maximise the opportunities for impact and knowledge exchange. The postholder will play a key role in helping MiSoC achieve its ambitious goals for impact and knowledge exchange. He or she will work closely with the Director of MiSoC, Mike Brewer, and with MiSoC's existing communications team, run by Louise Clarke Cullen.

The main duties of the post will include:

1. To work with and strengthen the connections between potential users of MiSoC research and MiSoC researchers to maximise opportunities for MiSoC to have an impact outside academia.
2. To identify opportunities for MiSoC's current and past research to be used in the policy process, and produce appropriate syntheses to facilitate this.
3. To showcase MiSoC's record in achieving impact, as understood by the Research Excellence Framework (www.ref.ac.uk), and by UKRI/ESRC.

Specific duties of the post include:

4. To produce, review and implement an Impact Strategy and impact plans for MiSoC.
5. To proactively develop effective relationships and networks within private, public and civil society to enable the MiSoC academic team and communications team to help promote the Centre's findings to non-academic audiences.
6. To identify on-going policy developments that are relevant to MiSoC research, or emerging research needs amongst potential users of MiSoC research to which MiSoC research can contribute.
7. To review MiSoC research, not just from the current programme but also from the "back catalogue", to highlight findings that are of potential relevance to public, private and civil society sector information users, with a particular focus on identifying findings relevant to unfolding policy issues. This will enable MiSoC to be more responsive to such events and help ensure that our research is used to inform policy and political discussions.
8. To produce written submissions based on MiSoC research to government consultations and Parliamentary enquiries, and to contribute or produce other plain-language summaries of MiSoC research.
9. Working with the MiSoC Communications team, to organise events (including roundtable discussions, policy workshops and meetings) with MiSoC's policy audiences with the aim of deepening understanding or facilitating impact or knowledge exchange, including following up on leads and interest expressed at these events to develop new relationships with research users. As part of this, initiate (subject to timing of the postholder's appointment) and then organise a programme of meetings of the 3 MiSoC Policy Advisory Groups.
10. To develop and manage processes for recording MiSoC's impact and Knowledge Exchange activities on ResearchFish.
11. To develop and implement a range of effective ways of summarising and showcasing MiSoC's impact strategy, activities and achievements to a public audience and to our funders, outputs, including coordinating input from senior internal and external colleagues, though interesting digital content for websites and social media, printed materials and technical reports.
12. To liaise with ESRC/UKRI, and other ESRC-funded investments (including "Understanding Society", which is also hosted by ISER) over matters concerned with impact and knowledge exchange, including the sharing of best practice and opportunities for co-working.
13. To liaise with ISER's Director of Research Impact (currently Dr Birgitta Rabe) to ensure that MiSoC's impact activities are recognised within the University of Essex, and that MiSoC researchers are making an appropriate contribution to the University of Essex's impact case studies for REF2021.
14. To work with the University's key partners in delivering impact-orientated activities to ensure our research receives exposure and reaches new audiences. These key partners include The Industry and Parliament Trust (IPT), the Parliamentary Office for Science and Technology (POST), Universities Public Engagement Network (UPEN) and the Cabinet Office Open Innovation Team.

Any other duties as may be assigned from time to time by the Director of ISER or their nominee.

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.

The position is advertised at between 0.5 to 0.6 FTE. We are open to a discussion about the specific working patterns, but the duties will mean that the post-holder will be expected to attend events or meetings in central London regularly (perhaps as much as once a week), which could take place at any point in the working day. The post-holder will also need to be able to meet with MiSoC researchers and the MiSoC communications team, who are based on campus at the University of Essex, although these meetings could be done remotely.

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>



PERSON SPECIFICATION

JOB TITLE: Impact Manager for the ESRC Research Centre for Micro-Social Change

Qualifications/Training

	Essential	Desirable
▪ Degree in social science or equivalent experience in using or interpreting the findings of social science research	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A communications qualification or significant experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Project management experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ An interest in UK social and economic issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An understanding of UK policy-making processes and priorities, especially within central government and Parliament	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An awareness of local and national government policy in at least one area relevant to MiSoC’s research agenda (which would include higher education, social mobility, family policy, inequalities, active aging, migration, social cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A working understanding of the “impact agenda” in higher education (for example, as set out in the REF), and as understood by UKRI	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using research findings on social science issues in the civil society sector, government department, think-tank, NGOs, or similar	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of events coordination, particularly high profile meetings and events involving senior policy contacts	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ The ability to understand and summarise research findings for a broad audience both in writing and verbally	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Self-motivation and ability to work independently, including the initiative to put forward new ideas for collaborative working and new networking opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent inter-personal skills, to be able to work with both internal and external stakeholders at all organisational levels to promote MiSoC and to disseminate impactful research.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent written English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to produce high quality work within tight deadlines and to work on a wide range of different projects at the same time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent time management skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK ‘right to work’ legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Can fulfil the staff vetting requirements 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. 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

The Institute for Social and Economic Research (ISER)

ISER, which celebrates its 30th anniversary in 2019, 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*, and in Public Health such as the *International Journal of Epidemiology*, *American Journal of Epidemiology* and *Social Science and Medicine*.

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, and plays a key role in cross-cutting bio-social research developments. ISER contributes to three Units of Assessment in the REF. 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_and_for_methodological_research_from Understanding Society](http://www.iser.essex.ac.uk/publications_and_for_methodological_research_from_Understanding_Society) <https://www.understandingsociety.ac.uk/research/working-papers>

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 applied research, and the UK Household Longitudinal Study a world leading infrastructure project. With its unique combination of research and resource functions, and a core focus on longitudinal survey design and innovation, the use of advanced quantitative techniques applied to micro-data usually on individuals, families or households, and the interplay between biological and social mechanisms, 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 since 1989. The 2019-2024 research programme is organised in three main strands:

- "Productivity in the labour market and skill acquisition from early childhood to late adolescence";
- Changing family life-courses and inequalities;
- Intergenerational transmission and exchange in a diverse society.

Cross-cutting methodological work focuses on advancing statistical methods to improve our ability to obtain robust empirical evidence from data analyses using machine learning, genealogical data, and survey data.. MiSoC is directed by Professor Mike Brewer, with co-Directors of Nicola Barban, Sonia Bhalotra, Paul Clarke, Emilia Del Bono, Adeline Delavande, Emily Grundy, Susan Harkness, Renee Luthra, Birgitta Rabe and Spyros Samothrakis.

'*Understanding Society*' <https://www.understandingsociety.ac.uk/> is a flagship ESRC initiative. It interviews everyone in the household annually, starting with a sample of 40,000 households across the four countries of the UK and includes an ethnic minority boost and the former BHPS sample. Unique features of *Understanding Society* are the *Innovation Panel* which is reserved for methodological experimentation, immigrant and ethnic minority boost samples and the collection of direct health measures including biomarkers, physical measures, genetic and epigenetics data. The Study is underpinned by world leading survey methodological research and has an extensive programme of innovation in data collection initiatives. There is a wide ranging programme of data linkage to administrative records and contextual data. The Study also has its own Policy Unit which works directly with government departments to undertake research and share findings. There is significant evidence of the Study being used in policy development and monitoring across the devolved nations and Whitehall.

Directed by Matteo Richiardi, the EUROMOD micro-simulation project (<https://www.euromod.ac.uk/>), funded by the European Union, is a third important activity for ISER. EUROMOD is a tax-benefit microsimulation model that enables researchers and policy analysts to calculate, in a comparable manner, the effects of taxes and benefits on household incomes and work incentives for the population of each EU member state and for the EU as a whole. Its construction, development and regular updating have been undertaken at ISER over several years, in collaboration with [national experts](#) across the EU. The model is [open access](#), with an increasing number of users across Europe and beyond.

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

ISER has about 90 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 ISER Deputy Director (Paul Clarke), the Research Director (Emilia Del Bono), the Director of MiSoC (Mike Brewer), the Director of EUROMOD (Matteo Richiardi) 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: Family & Work; Diversity & Intersectionality; Policy, income and welfare; Health; Methods; and Social Demography. 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>.

General Information

Informal enquiries may be made to Mike Brewer on mbrewer@essex.ac.uk

However, applications for the post must be made online.

Removal and Relocation

ISER aims to make a contribution towards the relocation costs of new staff members. (Automatic contribution by the University is not always standard.) We are willing to offer a contribution of up to £1,000 (maximum), subject to production of appropriate receipts. Subject to negotiation, an additional £500 (maximum) may be available for staff relocating from outside the UK.

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)

We encourage applicants to provide details of all warnings, reprimands, cautions or 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 shared only with the recruiting manager.

A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website: <https://www.essex.ac.uk/staff/recruiting-staff/recruitment-of-ex-offenders-and-disclosure-and-barring-service>

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.

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 below:

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

Pay and benefits

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.

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 support 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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