

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 (eg. 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.

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: 20 November 2016 (Extended closing date)

Interviews are planned for: To be confirmed

Produced by:
Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk



University of Essex

JOB DESCRIPTION – Job ref REQ00258

Job Title and Grade:	Strategic Data Access Negotiator
Contract:	Fixed-term for 18 months
Hours:	Full-time or part-time (hours negotiable)
Salary:	By negotiation, commensurate with skills and experience (Grade 11, professional services)
Department/Section:	UK Data Archive (UKDA)
Responsible to:	Pro-Vice-Chancellor Research and Director UKDA
Reports on a day to day basis to:	Director of the Administrative Data Service (ADS)

Background

This high-profile and influential post will make a critical contribution to the ESRC-funded Administrative Data Research Network (ADRN) initiative. The ADRN provides access to large-scale administrative and other data sources for use by the wider academic and policy research communities <https://adrn.ac.uk/>. Data acquisition is managed by the Administrative Data Service (ADS) based at the UK Data Archive, University of Essex <https://adrn.ac.uk/about/ads/>.

The Strategic Data Access Negotiator for the ADRN will be the lead advisor to the ADRN Board and Economic and Social Research Council (ESRC) on access to central government department administrative data for linkage and research to achieve the ADRN's most pressing goal of data being released to the Network to enable research.

The post-holder will be based at the University of Essex as a member of staff within the UK Data Archive and will work closely with the Director of the Administrative Data Service and the ADRN Director (based at the University of Southampton) <https://adrn.ac.uk/about/research-centre-england>. They will work as a lead member of the ADRN Data Acquisition Project Team working closely with the ADRN Board (based at the UK Statistics Authority in London) and in particular with the Chair and Deputy Chair of the Board <https://www.statisticsauthority.gov.uk/national-statistician/administrative-data-research-network-adrn/>

Main Duties of the Post

- To advise and report to the ADRN and ESRC on who are the key decision-makers and influencers for data sharing across government and within in each of the government departments / agencies in which data is held that may be valuable for social and economic research (with particular focus in the first nine-months on: DWP, NHS Digital, DfE, MoJ, ONS)
- Advise and lead the ADRN on implementing the most effective strategies and approaches for accessing government decision-makers and influencers in order to gain their support in providing access to administrative data sources for research purposes.
- Lead negotiations for data release to successful resolution with government officials and data controllers, working with:
 - the Data Acquisitions Project team and ADS Staff , and
 - academic researchers within the Network.

Specifically, the post-holder will:

- explore the legality of the existing gateways for data transfer and identify appropriate legislation to enable data sharing with the ADRN
- clarify the cultural and (other) political factors within government departments/agencies that are potential barriers and identify resolutions
- clarify the resource need and data quality challenges within government departments/agencies, and as appropriate work with the ADRN and ESRC to ensure appropriate levels of support are available
- identify government research priorities, identify common interests with ADRN, as well as understand other priorities within government and how ADRN activities might dovetail better
- communicate the range and extent of the benefits which may accrue to government departments which can come from improved research use of administrative data and from releasing data to the ADRN; and identify areas as showcase activities for government use of administrative data
- advise ADRN on the impact of new data developments in government (such as the Digital Economy bill) on the key departments, their likely responses, and how this might impact the ADRN's aspirations for data release
- work closely with the Data Acquisition Project Team and the ADS, to ensure regular communication of progress to the ADRN Directors Group and to the ESRC

Terms of Appointment:

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

October 2016

University of Essex
PERSON SPECIFICATION

JOB TITLE: Strategic Data Access Negotiator

POST REF: REQ00258

Qualifications /Training

	Essential	Desirable
▪ A first degree in a relevant discipline	X	
▪ A higher degree in a relevant discipline		X

<u>Experience/Knowledge</u>	Essential	Desirable
▪ Demonstrable experience of working with and building links with government departments, public sector organisations and/or national statistical authorities.	X	
▪ A track record in promoting wider access to data	X	
▪ Experience of using or promoting the use of administrative data for research	X	
▪ An understanding of the value of administrative data sources to generate research findings for the development of policy.	X	
▪ An established reputation in applicant's area of expertise	X	

<u>Skills and Abilities</u>	Essential	Desirable
▪ Excellent negotiation skills	X	
▪ Demonstrable leadership and management skills	X	
▪ A creative approach to problem solving	X	
▪ The ability to work collaboratively	X	
▪ Excellent oral and written communication skills	X	

Other

▪ Can meet the requirements of the UK 'right to work' legislation*	X	
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The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Further information

You can find information about the areas this post works with via the links below:

[Administrative Data Research Network](#)

[Administrative Data Service](#)

[UK Data Archive](#)

[Research and Enterprise Office](#)

[Economic and Social Research Council](#)

General information

Interviews will be held at the University of Essex on 10 November 2016.

This post is fixed-term for 18 months as there is uncertainty about its continued funding.

Informal enquiries may be made to:

Vanessa Cuthill, Director, Research and Enterprise Office, email: vanessa.cuthill@essex.ac.uk or
Melanie Wright, Director, Administrative Data Service, email: melanie@essex.ac.uk

However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy

October 2016