

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.

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) for help.

Closing Date: 4 June 2017

Interviews are planned for: 28 June 2017

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JOB DESCRIPTION – Job ref REQ00652

Job Title and Grade:	Data Access Assistant, Grade 5 (Maternity Cover)
Contract:	Full-time and fixed-term. This post is fixed-term to cover a period of maternity leave. Please see General information.
Hours:	36 hours per week
Salary:	£21,220 - £24,565 per annum
Department/Section:	Access Services, UK Data Archive
Responsible to:	Functional Director, Data Access
Reports on a day to day basis to:	UK Data Service Access Manager
Purpose of job:	The post holder will provide administrative support to the Data Access and Secure Lab sections of the UK Data Service, assisting on the helpdesk, processing data orders and access requests, organising events and meetings and undertaking other clerical tasks.

Duties of the Post:

The main duties of the post will include:

1. Staffing the Helpdesk on a rota basis, answering/resolving queries where appropriate and referring others to relevant members of staff.
2. Logging queries in a database.
3. Providing general administrative support, e.g. scanning of documents, for the Access team
4. Providing administrative support for training sessions, presentations, demonstrations, workshops and other events.
5. Contributing to the presentation of the work of the UK Data Service at conferences, workshops and other events.
6. Contributing to the design, production and maintenance of web and promotional materials.
7. Assisting with data delivery.
8. Providing occasional telephone cover for the General Office.
9. Assisting in administration of UK Data Service onsite secure access room, to ISO standards.
10. Provide occasional support to section managers in the recruitment process, e.g. participating in interview panels for junior positions.
11. Be familiar with basic security needs; understand the importance of accurate record-keeping; and adhere to University procedures and UK Data Service procedures.
12. Participate in projects and represent the section at meetings, as appropriate; actively contribute to information exchange within the section and between other sections and service partners as appropriate.
13. As well as the main duties of the post, the post-holder will be expected to participate in various activities appropriate to their seniority
14. Any other duties as may be assigned from time to time by the Director of UK Data Access or his/her 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.

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#>

PERSON SPECIFICATION

JOB TITLE: Data Access Assistant, Maternity Cover, UK Data Archive

Qualifications /Training

	Essential	Desirable
▪ 5 GCSEs (grades A*-C) or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ 2 A-Levels (grades A*-C) or significant relevant experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience in a customer services, helpdesk or similar office environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience and working knowledge of Microsoft Office products, particularly Excel and Word and IT literate, familiar with email, networks and internet technologies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Relevant administrative experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience and working knowledge of Microsoft Office products, particularly Excel and Word and IT literate, familiar with email, networks and internet technologies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of managing multiple priorities and meeting deadlines in a busy environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with numerical data, such as performance statistics or survey data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with licences or contracts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience or knowledge of web authoring or the ability to learn this	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ A keen eye for detail balanced with the capacity to retain an overview and to think and plan ahead	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent command of the English language both spoken and written	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Accuracy and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong organisational and administrative skills with an organised and methodical approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The ability to use databases and spreadsheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work independently as well as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to deal confidently and professionally with people at all levels both within and outside of the organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to identify and solve problems effectively and efficiently	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ Experience of libraries or archives, for example, having used library catalogues	<input type="checkbox"/>	<input checked="" type="checkbox"/>



▪ Understanding of social science data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Ability to meet the requirements of UK 'right to work' legislation *	<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

UK Data Archive

To learn more about the UK Data Archive and UK Data Service, please visit:

- <http://www.data-archive.ac.uk>
- <http://ukdataservice.ac.uk>

You can also follow us on Twitter:

- @UKDataArchive
- @UKDataService

General information

This appointment is for a fixed-term of 9 months in order to provide cover for a permanent member of staff who is absent from work on maternity leave. You should note that there is provision in the terms of appointment for this fixed-term post to end earlier by due notice (1 month), if the permanent member of staff decides to return early to her post.

Informal enquiries may be made to Margaret Ward Data Access Manager, (telephone: 01206 872832 or email: wardm@essex.ac.uk). However, all applications must be made online.

The UK Data Archive is ISO 27001, certified for Information Security Management.

This post involves access to Government systems, information or data and will be subject to the staff vetting process.

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.