

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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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 [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: 3 February 2019

Interviews are planned for: TBC



JOB DESCRIPTION – Job ref REQ02222

Job Title and Grade:	Collections Development Officer Grade 5
Contract:	Fixed-term, Full-time. The post is fixed term until 31/03/2021 due to the nature of the funding. Please note that part-time applications at 0.8 FTE and above will also be considered (see General Information).
Hours:	36 hours per week
Salary:	£22,017 - £25,483 per annum (pro-rata for part-time)
Department/Section:	UK Data Archive, Collections Development
Responsible to:	Functional Director, Collections Development and Data Publishing (CDDP)
Responsible for:	Occasional Frontrunners
Reports on a day to day basis to:	Senior Collections Development Officer
Purpose of job:	To coordinate the acquisition, quality assurance and appraisal of data offers and deposits to the UK Data Service, and assist senior staff in disclosure risk and metadata quality reviews of received data collections to ensure delivery of high quality data and metadata for use by academia. Liaises directly with data owners, government departments and survey agencies in answering queries on data preparation, data deposit and Research Data Policy issues Be responsible for reporting data deposits to ESRC and running data metrics reports for data owners and internal business operation. Contribute to the UK Data Service training programme for data producers, on creating high quality data and documentation.

Duties of the Post:

The main duties of the post include:

- Coordinate the acquisition, quality assurance and appraisal of data offers and deposits to the UK Data Service, ranging from large-scale surveys to qualitative collections and big data.
- Follow up appraisals of data offers and deposits of data collections until their transfer to the data curation and publishing team, or their deposit into the ReShare data repository.
- Provide advice to the Data Appraisal Group on the state of offers of data, through review of the data and documentation deposits, including conducting and recording data integrity checks.
- Contribute to metadata quality and disclosure risk reviews of received data collections.
- Liaise with data owners including ESRC award holders, government departments and survey agencies in answering queries on data preparation, data deposit, ethical and legal requirements and Research Data Policy issues.

- Assist the Research Data Services Officer coordinating the ReShare data repository with acquisition and queries and report towards the ESRC grants evaluation team.
- Keep up to date advice and guidance for data creators on data formats and metadata requirements for the complete range of data publishing pathways at the UK Data Service.
- Collect, transfer and, where relevant, destroy data according to Information Security Management System (ISMS) (ISO 27001) data security procedures and contribute to keeping related controlled procedures up to date.
- Manage electronic records of legal agreements relating to data holdings to provide an audit trail, keeping up to date with legal frameworks and suggesting more efficient processes where appropriate.
- Prepare regular reporting and statistics on deposit and use of data collections for stake holders and depositors, and analyse/report on key patterns and trends in the data for internal business operations, applying visualisation techniques using Tableau and so on.
- Contribute to training for data creators around best practices around data documentation and publishing, creating practical training examples, helping run hands-on workshops and feeding back workshop experience into operational practice and website content.
- Occasional line management of Frontrunner students.
- Undertake a minimum of one information exchange activity (e.g. conference presentation, blog or other publication) annually.
- As well as the main duties of the role, the post-holder will be expected to participate in various activities appropriate to their seniority.
- Any other duties as may be assigned from time to time by the Director of the UK Data Archive 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.

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>

January 2019

PERSON SPECIFICATION

JOB TITLE: Collections Development Officer

Qualifications /Training

	Essential	Desirable
▪ First degree in social sciences or a related field, or similar level experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Postgraduate degree in social sciences or a related field, or similar level experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Formal training in social research methods	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ A good understanding of social science data and data use in research	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A good understanding of research ethics and fieldwork procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Highly computer literate with proficiency in MS Office Professional, internet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of handling research data using data manipulation tools and statistical software packages, such as SPSS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using data archives or knowledge of data preparation/processing activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience with webpage editing and content creation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of metadata standards (DDI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of teaching and creating training materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent written and verbal communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to assess and evaluate research data, especially statistical data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent time management and prioritisation skills and the ability to meet deadlines with minimal supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Analytical and problem solving skills with the ability to evaluate options, develop, recommend and implement solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Skills in running database /spreadsheet queries, basic trend analysis and reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good organisational skills, excellent attention to detail and scrupulous in record keeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proactive and dynamic approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to work on own initiative as well as part of a team and willing to take on tasks as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability and willingness to train and extend skills base	<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 procedure for Government contracts (see general information for more details)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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>

January 2019

ADDITIONAL INFORMATION

UK Data Archive

You can find more information about the department at the following links:

<http://data-archive.ac.uk/>
<http://data-archive.ac.uk/about/services/uk-data-service>

General information

Informal enquiries may be made to Susan Cadogan (telephone: 01206 872572 e-mail: susan@essex.ac.uk). However, all applications must be made online.

Whilst this is considered to be a full-time post, we will consider part-time applications at 0.8 FTE and above. Part-time working hours will however need to cover the full 5 day working week. Please specify on your application if you wish to be considered for a full-time or part-time post.

The UKDA is ISO27001:2013 certified. All UKDA employees have a responsibility to adhere to the Archive's information security policies and procedures. This post holds specific duties with regards to information security and is therefore 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.

Staff Vetting Procedures for Government Contracts

The University of Essex has Government contracts, some of which require it to access 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, applicants who are offered employment in this role will be subject to a vetting procedure before the appointment is confirmed 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)

Criminal Record Disclosure Checks

We encourage all applicants to provide details of warnings, reprimands, cautions or unspent criminal convictions 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, or alternatively post details to the Resourcing Manager, Human Resources, University of Essex, Wivenhoe Park, Colchester CO4 3SQ. This information is seen only by those directly involved in the recruitment process. Should you be appointed to this post you will be asked to make an application for a Basic criminal record Disclosure. This only asks about unspent convictions. More information about the process can be at <http://www.disclosurescotland.co.uk/>.

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. A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website:

<https://www1.essex.ac.uk/hr/managers/recruitment/ex-offenders.aspx>

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 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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January 2019