

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.**

Our commitment to Equality, Diversity and Inclusion

At Essex our people are at the centre of everything we do and we aspire to build a culture in which every member of the University feels valued and can flourish.

We are committed to equality of opportunity, to being fair and inclusive. We therefore particularly encourage applications from candidates who are likely to be underrepresented in our workforce.

These include people from Black, Asian and Minority Ethnic backgrounds; disabled people and LGBTQ+ people and from women in our grades 9-11 roles.

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

You can read more about our commitment to Equality, Diversity and Inclusion [here](#).

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

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 (resourcing@essex.ac.uk) for help.

Closing Date: 11 November 2026

Interviews are planned for: 27 November 2026

Expected start date: To be discussed at interview

JOB DESCRIPTION – Job ref REQ10356

Job Title and Grade:	Secure Data Infrastructure (TRE) Manager Grade 9
Contract:	Fixed-term, full-time for 3 years due the post being established to deliver a specific project/task finite in nature in line with the research funding cycle.
Hours:	Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36 hours per week.
Salary:	£47,389 - £56,535 per annum
Department/Section:	UK Data Archive, Technical Services
Responsible to:	Director UK Data Service
Reports on a day to day basis to:	Associate Director, Technical Services
Responsible for:	From Year 2 onwards: Technical Officer (TRE)
Purpose of job:	To lead the transition to a modern, cloud-based TRE infrastructure that not only embeds AI and workflow automation but also integrates seamlessly with federated data ecosystems in both the UK and internationally.

The main duties of the post will include:

1. Leading the creation, deployment, and maintenance of a next generation, cloud-based, Trusted Research Environment (TRE) infrastructure, driving a strategy to ensure the UK Data Service is acknowledged as an international leader in the TRE space.
2. Liaising with senior stakeholders in national and international forums to ensure alignment with UKDS and ESRC Strategic goals. Stakeholders include both academic and administrative leaders, and TRE users, to ensure alignment with the UKDS and ESRC strategic goals.
3. Leading internal communication, knowledge exchange and promotion of the TRE platform with Technical, Data Curation, and Access, and User Support and Training teams within the UK Data Service.
4. Co-ordinating and driving the design, development and initial build of the new TRE platform, developing pilot projects in close consultation with the UK TRE community and establishing future standard baselines for production implementation of data, workflow and AI standards.
5. Defining and prioritising features to ensure the new TRE platform aligns with user requirements, business objectives and the SATRE specification as a sustainable, maintainable service. This involves significant engagement with multiple communities within the UK and Europe, particularly DARE UK and the European Open Science Cloud.
6. Creation of maintainable technical specification artefacts for the new TRE platform including data models, storage, authorisation/authentication mechanisms, ingress and egress workflows, and federated endpoints for remote querying of sensitive data.
7. Creation of maintainable governance documentation for legal and regulatory compliance including ISO27001:2022, Digital Economy Act 2017, and GDPR, among others.
8. Operational management of the new TRE platform during the pilot phase, and once in production, identifying necessary resources and recruiting a TRE Technical Officer (Year 2 onwards).
9. Any other duties as may be assigned from time to time by the Director of Technical Services.

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 our [website](#).

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.

**PERSON SPECIFICATION****JOB TITLE: Secure Data Infrastructure (TRE) Manager****Qualifications /Training**

	Essential	Desirable
Educated to degree level in a computing related discipline or relevant professional qualifications or equivalent experience in a related field.	☒	☐

Experience/Knowledge

	Essential	Desirable
Demonstrable experience of strategic leadership with the ability to lead and motivate diverse teams of experts in a matrix management structure.	☒	☐
Management of complex projects across the full life cycle with a successful track record of delivery.	☒	☐
High level of technical literacy and experience of translating technical jargon between researchers, data management staff, and IT teams.	☒	☐
Demonstrable ability to liaise and cooperate with stakeholders across organisational boundaries	☒	☐
Strong written and verbal communication skills, with the ability to clearly explain details and interact effectively with both experts and non-experts.	☒	☐
Demonstrable experience with the design and operational management of data infrastructure.	☒	☐
Knowledge of research data environments and associated governance standards (e.g. ISO 27001, GDPR, Data Protection Act).	☒	☐
Knowledge of research computing infrastructure, including high-performance computing and data centres.	☒	☐
Previous experience working within a higher education institution, particularly in a research computing or data management role.	☐	☒
Experience working within or alongside a secure data environment (e.g. TRE, Secure Data Enclave, Safe Haven, or secured research platform).	☐	☒
Familiarity with the UK secure data landscape, particularly the DARE UK Transformational programme.	☐	☒

Skills/Abilities

	Essential	Desirable
Proven leadership capabilities to guide the long-term vision and ongoing development of a major research platform. Experience in driving strategic roadmaps and ensuring continuous improvement and sustainability.	☒	☐
Demonstrably excellent communication skills and comfortable holding a critical high-profile role within the UDKS, including strong technical writing skills, and presentations in front of large audiences.	☒	☐
Demonstrable experience with the design and operational management of data infrastructure.	☒	☐
Strong technical understanding of cloud platforms (ideally AWS) and the ability to make informed and detailed judgements about which specific services to procure.	☒	☐
Demonstrably strong understanding of virtualisation and containerisation technologies e.g. VMWare, Docker, Kubernetes,	☒	☐
Demonstrably strong understanding of data models and paradigms e.g relational, graph, key-value and their associated standards e.g. W3C, ISO.	☒	☐



▪ Ability to model and transcribe workflows and data pipelines in either UML or BPMN	☐	☒
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Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	☒	☐
▪ Can fulfil the staff vetting procedure for Government contracts (see general information for more details)	☒	☐

* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure 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. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website www.gov.uk/skilled-worker-visa

ADDITIONAL INFORMATION

UK Data Archive, University of Essex

Join the UK Data Archive – Powering Research, Shaping Society

Are you passionate about data, research, and making a real-world impact? At the **UK Data Archive (UKDA)**, part of the Faculty of Social Sciences at the **University of Essex**, we're at the forefront of data curation, preservation, and innovation. As the lead partner of the **UK Data Service (UKDS)**, we host the UK's largest and most trusted collection of digital social science data.

Our archive includes some of the most influential datasets such as:

- **Census data**
- **Understanding Society**
- **UK Cohort Studies**
- **Labour Force and Family Resources Surveys**

These datasets are used by researchers, policymakers, educators, and industry leaders to tackle the biggest challenges facing society today.

Why Join Us?

This is an exciting time to become part of the UK Data Archive. With a new **£37.5 million investment** and a bold **2024–2030 strategy**, we're expanding our role from data provider to **strategic partner in research and innovation**.

We're pioneers in:

- **Data governance and ethics**
- **Digital preservation and curation**
- **Data literacy and impact**
- **Open science and FAIR data principles**

Working closely with partners at the University of Manchester, Jisc, UCL, and the University of Edinburgh, our work influences policy, supports world-class research, and drives innovation across the UK and globally.

Our Vision

We believe in the power of data to create a more equitable, informed, and innovative world. Our mission is to support a thriving research and policy ecosystem by making high-quality economic, population, and social data accessible, usable, and impactful.

Whether you're a data specialist, researcher, technologist, or someone passionate about social change, your work here will matter.

We believe in supporting and developing our staff with training opportunities (for example, everyone has access to Datacamp), international collaborations, great colleagues and approachable leadership.

Learn More

Explore more about who we are and what we do:

[UK Data Archive](#)

[UK Data Service](#)

General Information

Informal enquiries may be made to Darren Bell, Director of Technical Services (telephone: 01206 872001, e-mail: dbell@essex.ac.uk). However, all applications must be made online.

The University has implemented adjusted working arrangements, with some individuals working on a hybrid basis. At the time of a job offer, remote and campus working, both now and in a business-as-usual context, will be discussed and considered on an individual basis, but you will be expected to be based within the UK.

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. 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 Disclosure and Barring Service (DBS) check to get a copy of your criminal record. This is called 'basic disclosure'. This only asks about unspent convictions. More information about the process can be at <https://www.gov.uk/request-copy-criminal-record>.

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://www.essex.ac.uk/staff/recruiting-staff/recruitment-of-ex-offenders-and-disclosure-and-barring-service>

Our Strategy

Please find a link to the University of Essex Strategy webpages below:
<https://www.essex.ac.uk/about/university-strategy>

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)

Staff communities, networks and forums

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

This document is produced by:

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