University of Essex

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 (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.

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: 6 December 2026

Interviews are planned for: 15 or 16 December 2026

Expected start date: To be discussed at interview

University of Essex

JOB DESCRIPTION – Job ref REQ10450

Job Title and Grade:	Data Acquisition Manager Grade 8
Contract:	Fixed-term, full-time* until 31 March 2030 due to the cyclical nature of the UKDA's temporary funding source. *A job share arrangement could be considered for the right candidates and we would similarly welcome applications from those looking to work 0.5 FTE (18 hours per week) on this basis.
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:	£38,784 - £46,049 per annum (pro-rata for part-time)
Department/Section:	Collection Development and Data Producer Support, UK Data Archive
Responsible to:	Data Operations, Associate Director
Reports on a day to day basis to:	Head of Collection Development and Data Producer Support
Responsible for:	Data Collections Development Officer (1 FTE) Data Integrity and Policy Compliance Officer (1 FTE)
Purpose of job:	The post holder will support the operational delivery of the UK Data Service Collections Development Policy for the UK Data Archive by coordinating day-to-day data acquisition tasks. They will draw from strong domain expertise in social sciences data management, including data governance, to support sound team leadership, operational decisions and producer support and guidance. They will line-manage a small team of two people, maintain SOPs, coordinate their publication once approved, monitor progress, and escalate risks as needed. The role will promote adherence to information security, records management, and accreditation requirements, maintain evidence for audits, and prepare submissions for consideration. The post holder will expand the collection through horizon scanning and targeted outreach, provide first-line guidance for data producers, and support research and development by piloting tools and methods for data appraisal and data integrity. They will compile and analyse KPIs and feedback, proposing changes for approval to drive continuous improvement.

Duties of the Post:

The main duties of the post will include:

Team management

- To act as the day-to-day operational lead, monitoring progress, removing routine blockers, and escalating risks/exceptions as necessary to achieve SLA targets.
- To line-manage the Data Collections Development Officer and the Data Integrity and Policy Compliance Officer (objective setting/PDRs aligned to team delivery plans, professional development and well-being), within frameworks and priorities set by the section manager.

Collections development and pipeline delivery

- To support the section manager in implementing the UK Data Service Collections Development Policy and to prepare evidence-based recommendations for consideration, informed by producer feedback, horizon scanning and appraisal outcomes.
- To maintain and version standard operating procedures, checklists and decision trees and to coordinate their publication once approved.
- To undertake horizon scanning and targeted outreach, in collaboration with team members, to priority producers and for emerging data types (with emphasis on policy-relevant and teaching-enhancing resources), within agreed plans.

Governance, security, compliance and accreditation

- To ensure staff awareness of information security, records management and compliance requirements, and to promote adherence to University, Archive and UK Data Service procedures.
- To supply operational evidence for external accreditations and audits (e.g. Digital Economy Act accreditation, CoreTrustSeal, and other relevant standards), maintaining an evidence register and mapping SOPs/controls to accreditation criteria.

Producer support and guidance

- To provide first-line advice to data producers on data sharing, including participant communications, documentation/metadata, formats, anonymisation and deposit readiness.
- To co-design and deliver producer-facing training and guidance (with team colleagues and the Manchester training directorate) and will contribute to news items, blogs and case studies aligned to the UK Data Service Research Data Management programme.
- To support the Archive's research and development activity by piloting and trialling new tools and methodologies for appraisal and data integrity, providing operational feedback and recommendations.

Engagement, continuous improvement and projects

- To contribute to Collections Development internal and external meetings, workshops and conferences, contributing to discussions on data sharing, governance and quality.
- To compile, analyse and report on established KPIs and qualitative feedback to inform process optimisation and service improvement, proposing changes for approval.
- To participate in data collection development and data producer support projects by delivering defined work packages.
- To assist with recruitment processes, including shortlisting and interview panels.

Other

- Undertake a minimum of one information exchange activity (e.g. conference or training presentation; blog or other publication) annually.
- The post holder will undertake any other duties commensurate with the seniority of the post, as required by the Director or 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 our website.

PERSON SPECIFICATION

JOB TITLE: Data Acquisition Manager

Qualifications /Training

	Essential	Desirable
▪ An undergraduate degree (or equivalent qualification) in social sciences or a related field, or substantial equivalent experience	☒	☐
▪ Evidence of continuing professional development relevant to research data management	☒	☐
▪ Postgraduate degree in social sciences or a related field, or similar level experience	☐	☒

Experience/Knowledge

	Essential	Desirable
▪ Advanced, applied knowledge of social-science data (e.g. survey, longitudinal, business microdata, qualitative) and research use	☒	☐
▪ Substantial experience in research data acquisition or equivalent experience achieving comparable outcomes (e.g. repository intake/data stewardship, data licensing/contracts, digital preservation/curation)	☒	☐
▪ Proven line management experience (objective setting, PDRs, wellbeing, workload)	☒	☐
▪ Working knowledge of information governance and compliance: UK GDPR, DPA, consent/participant information, Intellectual Property rights, records management	☒	☐
▪ Experience in authoring and maintaining SOPs/checklists/decision trees and version-controlled guidance	☒	☐
▪ Operational understanding of metadata/standards and data formats (e.g., DDI; SPSS/Stata/R; CSV/Parquet; NVivo)	☒	☐
▪ Experience delivering training/clinics/webinars and producing public-facing guidance/blogs	☒	☐
▪ Experience contributing evidence for accreditations/audits and maintaining evidence registers	☐	☒
▪ Familiarity with ISO 27001-aligned environments and incident/risk handling	☐	☒
▪ Experience with case-management/repository tools and collaboration platforms (e.g., Jira, Confluence, SharePoint)	☐	☒

Skills/Abilities

	Essential	Desirable
▪ Excellent line-management skills	☒	☐
▪ Clear, persuasive communication skills (written and verbal)	☒	☐
▪ Stakeholder management and negotiation skills	☒	☐
▪ Ability to exercise sound operational judgement and escalate appropriately	☒	☐
▪ Advanced planning and organisation skills	☒	☐
▪ Analytical mindset with the ability to interpret KPIs and translate findings	☒	☐
▪ Skilled meeting facilitation and impactful presenting	☒	☐
▪ Collaborative working style across teams and partners	☒	☐

▪ Continuous improvement focus and high digital literacy skills	☒	☐

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

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

Find out what our staff say:

- "The UK Data Archive is a supportive team where expertise is fostered and utilised. There is a real focus on building a future for the service and how it fits into the wider world."

- "Since joining the UK Data Archive, I've felt genuinely supported and valued. It's a place where people are encouraged to grow and take on meaningful challenges.
- "The culture is inclusive and collaborative, and I'm surrounded by colleagues who are not only passionate about the work we do, but also about supporting each other".
- "I really appreciate how supportive the UK Data Archive is. I like working for such an important organisation and I really feel like I am making a difference (or, helping the researchers to make a difference)".

General Information

Please state clearly on your application form the contract type for which you are applying: Full-time (1 FTE; or part-time, job share (0.5 FTE).

Please note that continuation of a job share arrangement is dependent on there being two people available to undertake the arrangement.

Informal enquiries may be made to Cristina Magder, Head of Collection Development and Data Producer Support (email: dcmagd@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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