THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

FACULTY OF HUMANITIES

SCHOOL OF SOCIAL SCIENCES

CATHIE MARSH INSTITUTE FOR SOCIAL RESEARCH

RESEARCH ASSOCIATE (UK DATA SERVICE)

VACANCY REF: HUM-15174

Salary:	£32,816 to £40,322 per annum, depending on relevant experience
Hours:	Full Time
Duration:	Fixed Term, starting as soon as possible until 31 March 2021
Location:	Oxford Road, Manchester

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Enquiries about the vacancy, shortlisting and interviews:
Contact: Vanessa Higgins
Email: Vanessa.Higgins@manchester.ac.uk

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UK Data Service

The _UK Data Service_ is a resource funded by the ESRC to support researchers, policymakers and Higher Education teachers. It provides access to an extensive range of high quality economic and social data. From the website, users can search the collection and download data and related documentation for analysis. They can also find a wealth of supporting materials including guides, video tutorials, teaching resources, helpdesk support and training events which are available to users in all sectors (academic, government, charities, think tanks and businesses), and all are free of charge for non-profit research and education. The UK Data Service is delivered by staff with special expertise in research data based at universities across the UK. As well as the Cathie Marsh Institute, this includes the University of Essex, JISC , Edina, University of Southampton and University College London.

Research Associate (Grade 6)

We wish to appoint a Grade 6 Research Associate to join the UK Data Service User Support and Training team at the Cathie Marsh Institute. The post will be on a full time basis until March 31st 2021.

The post:

You will be a member of the User Support and Training team of the UK Data Service, based at the Cathie Marsh Institute (CMI) and specialising in census microdata and government survey microdata.

The CMI team leads on the promotion and more effective use of microdata (census microdata and government survey data) in research, learning and teaching across a range of disciplines. The team provides user support via a helpdesk, user conferences, training courses, multi-media online training materials and the creation of teaching datasets, among other things.

Key Responsibilities, Accountabilities or Duties

- Answer user queries on census microdata and government survey microdata as part of the UK Data Service help-desk service.
- Develop, teach and facilitate workshops and webinars, including the preparation of training materials (specialising in census and government survey microdata).
- Prepare online materials (e.g. user guides, video tutorials, web pages, data skills modules) on methodological and substantive topics related to microdata.
- Create teaching datasets and accompanying documentation.
- Help organise user conferences held by the UK Data Service (including liaising with senior staff in organisation such as NatCen and the Office for National Statistics).
- Assist with user consultations and user testing.
- Represent the UK Data Service at relevant external committees/advisory boards.
- Make presentations at academic conferences in the UK and overseas.
- Play a full part in the UK Data Service team at Manchester and in the UK Data Service overall.
- Other duties as required - we expect the role to evolve with the needs of the 2021 Census.

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience

- Higher degree in quantitative social science, or first degree and equivalent professional experience.
- Good understanding of census microdata and/or government survey microdata.
- Strong statistical skills, including survey methods.
- Excellent working knowledge of R, STATA, SPSS or Python.
- Experience of handling large and/or complex social science research datasets.
- Experience of delivering training/teaching (and writing the content).

- Good inter-personal skills, including an ability to understand and communicate difficult ideas to academic learners and researchers at all levels.
- Excellent written and presentation skills.
- Accuracy and attention to detail.

- Ability to learn new material quickly.

Desirable Knowledge, Skills, Experience and Qualifications

- Experience working with government microdata.

- Experience of using R or Python for data preparation or analysis.
- Good knowledge of the UK Census.

- Experience of developing online multi-media learning materials.

- Experience handling sensitive data.

- PhD (completed or in the process of completing) in the Social Sciences with a strong quantitative element.