THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

FACULTY OF HUMANITIES

SCHOOL OF SOCIAL SCIENCES

CATHIE MARSH INSTITUTE FOR SOCIAL RESEARCH

RESEARCH ASSOCIATE IN UK DATA SERVICE

VACANCY REF: HUM-018705

Salary: Grade 6 £33,309 to £40,927 per annum, depending on relevant experience

Hours: Full Time

Duration: Fixed term from 1 May 2022 until 31 March 2024

Location: Cathie Marsh Institute, Humanities Bridgeford Street, Manchester

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Enquiries about the vacancy, shortlisting and interviews:
Manager: Dr Vanessa Higgins
Email: vanessa.higgins@manchester.ac.uk

The UK Data Service

The *UK Data Service* (https://ukdataservice.ac.uk/) 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.

We wish to appoint a Grade 6 Research Associate to join the UK Data Service at the Cathie Marsh Institute (CMI). The post holder will be a member of the User Support and Training team, specialising in government survey microdata and census microdata. The post will be on a full-time basis until 31 March 2024.

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

Key Responsibilities, Accountabilities and Duties:

The person appointed will be required to:

- Develop, teach and facilitate workshops and webinars, including the preparation of training materials (specialising in government survey and census microdata).
- Prepare online materials (e.g., user guides, video tutorials, web pages, data skills modules) on using government survey and census microdata.
- Answer user queries on government survey microdata and census microdata as part of the UK Data Service help-desk service.
- Create teaching datasets and accompanying documentation.
- Help organise user conferences held by the UK Data Service (including liaising with senior staff in organisations such as NatCen and the Office for National Statistics).
- Conduct user engagement activities such as user consultations and user experience activities.
- 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 2021/22 Census.

Person specification:

Essential attributes:

- A Higher Degree (Masters or PhD) or equivalent including quantitative data analysis, or equivalent professional experience. This can include those in the process of completing their PhD or equivalent.
- A demonstrable interest in applying quantitative data analysis to social science problems.
- Experience of handling large and/or complex social science research datasets.
- Good understanding of government survey microdata and/or census microdata.
- Strong statistical skills, including survey methods.
- Excellent working knowledge of R, STATA and/or SPSS.
- 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 attributes:

- Experience working with UK survey data from the UK Data Service.

- Good knowledge of the UK Census.

- Experience handling sensitive data.

- Experience of developing online multi-media learning materials.

- Experience of planning and conducting qualitative interviews.

- Experience of writing code in R or Python to handle, manipulate or analyse at least one of the following data types in a social sciences context: social media data, transactional data, web data, admin data, biomedical data, streamed data/the internet of things, new forms of data, big data.

- Familiarity with software and/or platforms for version control and collaborative coding (e.g. Github, SVN).