



UK Research
and Innovation

Administrative Data for Research Partnership

Recruitment Pack

Director, Strategic Hub

August 2018

Organisation Description

ESRC is part of UK Research and Innovation, a new organisation that brings together the UK's seven research councils, Innovate UK and Research England to maximise the contribution of each council and create the best environment for research and innovation to flourish. The vision is to ensure the UK maintains its world-leading position in research and innovation. For more information visit the [UK Research and Innovation website](#).

UK Research and Innovation is a non-departmental public body funded by a grant-in-aid from the UK Government

ESRC is the UK's largest organisation for funding research on economic and social issues. We support independent, high quality research which has an impact on business, the public sector and civil society. ESRC's total budget for 2017-18 was around £202 million. At any one time ESRC supports over 4,000 researchers and postgraduate students in academic institutions and independent research institutes. Further details can be found [here](#).

Administrative Data for Research Partnership (ADRP)

ESRC, as part of UKRI, is funding an important new investment in research infrastructure to maximise the potential of administrative data as a resource for research – the Administrative Data for Research Partnership (ADRP). ADRP aims to engage government and academic communities in innovative research to address major societal challenges by releasing the potential of the UK's wealth of administrative data.

The Strategic Hub

A number of different organisations will be working together to deliver the ADRP. These include Administrative Data Research Centres (ADRCs), the Office for National Statistics (ONS) and the Chief Statisticians and their teams in the devolved administrations. In addition, a new Strategic Hub is being created by ESRC to provide the overall strategic leadership for the ADRP. Among other things, the Strategic Hub will lead and co-ordinate the strategic engagement with government departments to build increased support within government for harnessing the huge research potential of administrative data to deliver benefits in the public good.

As Director, Strategic Hub, you will be an influential and visible advocate of the benefits of providing research access to administrative data, as well as the overall Programme Director for the ADRP, accountable for its successful delivery. You will have a small team (approximately 5-7 FTEs) with a remit that includes strategic engagement, programme management and operational delivery, and communications. You and your team will need to work closely alongside the ONS, ADRCs and Chief Statisticians in the devolved administrations to effectively deliver the strategic objectives of the ADRP. Key external stakeholders include UK Government Departments, the devolved administrations and the research community, including other relevant research organisations and centres across the UK.

This is a high profile and strategically important role as this investment in administrative data is a key foundation for our longer term strategic ambitions for data infrastructure. You will have a budget of over £5million across three years for the activities of the Strategic Hub. The total investment in ADRP will be >£40million. The role of the Strategic Hub is to:

- Provide strategic leadership within ADRP, building coherence and effective collaboration across the partnership, to successfully deliver against the agreed strategic objectives;
- Provide strategic leadership externally to champion administrative data for research, to support strategic data acquisition and research access, and to engage more widely to shape strategic priorities;
- Build wider partnerships and synergies to embed ADRP within the wider data infrastructure and research landscape, to support longer term sustainability of ADRP and maintain public acceptance for using data in this way.

The role

Job title: Director, Strategic Hub

Responsible to: ESRC Executive Chair

Responsible for: Strategic Hub team – approx. 5-7 FTEs

Location: The post can be located in either London or Swindon. If based in Swindon, there will be regular travel to London. There will also be a requirement for occasional travel across the UK including overnight stays.

Contract type: The post is offered initially as a fixed term contract for 30 months. We anticipate that it may become a longer term role in due course. Secondment requests are welcomed.

Hours: Full-time role. ESRC have a wide range of policies to support work/life balance. As such, we welcome full time/part time/compressed hours applications for this role. We would encourage you to have a conversation with us if you seek flexible hours. As a guide we would consider applications of a minimum of 0.8 FTE for this role given its responsibilities. Please state in your cover letter if you would like us to consider this.

Total salary package: this is a senior appointment in the organisation and remuneration will be negotiated with the successful candidate(s).

Grade: UKRI Grade H, SCS 1

Closing Date: 1 October 2018

Interview Date: 2 November 2018 in London

Start Date: the anticipated start date is January 2019, subject to notice periods

Reporting Arrangements

You will be the overall ADRP Programme Director, responsible for holding the other delivery partners (ONS, the ADRCs and Chief Statisticians in the devolved administrations) to account. You will be accountable for ensuring effective co-ordination and overall delivery of the programme. The ESRC Executive Chair will be the Senior Responsible Officer (SRO), supported by the ADRP Programme Delivery Board and the Council member with special responsibility for this area (Professor Anna Vignoles, University of Cambridge). As Programme Director, you will report to the SRO and the ADRP Programme Delivery Board.

Key Responsibilities

- i. To be accountable as programme director for the effective delivery of the ADRP, and to hold the ADRP partners to account for effective delivery of their agreed activities. To effectively manage budgets, risks and issues, reporting and escalating to the Programme Delivery Board as appropriate;

- ii. To build and promote an effective partnership within ADRP, so that there is close collaboration to deliver shared strategic objectives, and issues are effectively identified and addressed in a timely manner;
- iii. To be a credible and influential champion for administrative data research across a wide range of stakeholders, including the academic community, senior levels of government and other research organisations, in addition to building and maintaining public acceptance;
- iv. To shape and deliver strategic impact programmes of research through effective engagement and collaboration;
- v. To make sure that the Strategic Hub is appropriately resourced, and to effectively manage staff within the Strategic Hub.

Shortlisting and Interview Criteria (Person Specification)

Essential

Skills and experience

- Demonstrable ability to effectively engage across government at Ministerial and other senior levels, with a high degree of personal credibility and gravitas, and an excellent understanding of the drivers and constraints on government departments;
- Highly influential negotiator, able to build trust and identify shared interests and objectives with a range of key stakeholders, including the academic community;
- Experience of delivering complex or challenging projects or programmes. Excellent programme management skills and ability to effectively identify and address issues which may threaten successful delivery;
- Experience of building effective partnerships and working in collaboration to deliver under pressure;

Knowledge

- A thorough understanding of the challenges and opportunities in delivering administrative data for research from the perspectives of academics and the wider research community, government and the public

Behaviours

- Commitment to upholding and promoting equality and diversity.

Qualifications

- A Master's Degree or above, business school qualification or equivalent experience demonstrated to that level

Desirable

- Understanding of and insight into the emerging areas of the social sciences and how these relate to challenge-driven research;

Further information

If you would like to discuss any aspect of the role or require any further information please do get in touch with Ruth Gibson, Deputy Director at ESRC (ruth.gibson@esrc.ukri.org).

Additional Details

Employee Benefits

UKRI recognises and values employees as individuals and aim to provide a pay and rewards package that motivates staff to perform to the best of their ability. ESRC offers a flexible working scheme that allows for more flexibility in day-to-day working arrangements than working fixed hours, including 'flexi time' or self-managed hours.

The reward package includes a flexible working scheme, a Career Average Revalued Earnings pension scheme, 30 days annual leave allowance plus 10.5 public and privilege holidays and a number of other benefits. Health care package?

Developing Talent

We are committed to developing employees in their roles throughout their career. Learning and development plans enable employees to continue their professional development through training and development opportunities such as e-learning, classroom training and on-the-job experiences. We encourage our employees to share their learning across teams and organisations.

Equal Opportunities

ESRC is an equal opportunity employer and we value diversity in our workforce.

We strive to ensure that all our employees are treated fairly by identifying, analysing and doing our best to remove barriers to career progression. We address and monitor existing imbalances so that groups who continue to be disadvantaged have opportunities to fully participate at work.

We welcome applicants from all sections of the community. We want to create a working environment which encourages diversity and difference and manages it effectively. During the application process we will ask you to complete an equal opportunities monitoring form; this information helps us monitor and assess our processes.

ESRC and all of our component centres are committed to the Disability Confident scheme for disabled applicants. The scheme encourages people with disabilities to apply for the full range of jobs on offer. If you have a disability we guarantee to invite you to interview as long as you meet the essential specified requirements of the job.

How to apply

The closing date for applications is 1 October 2018. Interviews for this vacancy are currently scheduled to take place on 2 November 2018 (please hold this date). To apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc246296_8530.aspx.

Only online applications will be accepted and should be submitted in the form of an up-to-date C.V. (2 pages) and covering letter (4 pages) that clearly outline why you are applying for this post and how you meet the criteria described in this advertisement. Please ensure that the IRC reference is included in the file name description of both documents uploaded.

If you have not already logged into iRecruitment (including as a current employee); you will be re-directed to the login/register page by clicking the 'apply now' button.

If you don't have an account with us by choosing to register; you consent to UK SBS processing the information you provide as part of the Recruitment Service. You can select appropriate job alerts and notifications as part of your account preferences, and you are able to close your account (withdraw consent) should you wish to do so. Before starting your online application and inputting your personal details, please read our Privacy Notice which contains full details of how your information is processed once you have made an application.

Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867000. Please quote the appropriate reference number when calling.

Please contact Recruitment@uksbs.co.uk in the event of any issues with iRecruitment and/or submitting your application.

Please note: candidates must have the right to work in the UK as ESRC does not hold a sponsorship licence.

Further Background to Administrative Data Research

Data infrastructures underpin our world-leading social science research capability, providing cost-effective national research resources for investigating a wide range of issues. These issues include the relationships between policies, environments and behaviours, and social, economic and health outcomes. Our investments enable deeper understanding of people's changing lives and attitudes, providing a robust evidence-base for policy and practice in a time of profound and often rapid change and uncertainty.

'Administrative data' refers to information collected primarily for administrative purposes. This type of data is collected by government departments and other organisations for a variety of purposes including service delivery and record keeping.

There is a huge wealth of administrative data held in government departments and other public bodies, with enormous research potential. Among other things, it includes data on incomes, working patterns, education, health, criminal history, etc., for all who come into contact with government departments and public services.

Matching this data across individuals over time allows the efficient creation of richly informative longitudinal datasets, as well as facilitating evaluation and analysis of particular policy interventions and investment.

Because this is primarily data about individuals and firms it must be kept completely secure, with appropriate safeguards on its use and protection of personal and identifiable information.

When this can be done across several departments and public bodies within the same safe environment, it allows datasets from multiple departments and bodies to be linked together. This then allows more complex analyses and greater insights as we can begin to see the relationship between, for example, health status, educational attainment, welfare support and income over time, or between location, employee status, transport use and business growth.

Making these data safely and securely available to trained researchers has the potential to massively increase the impact and efficiency of social and economic research. It also provides direct benefits to government departments as both data owners and policy users.

Further Information about the Administrative Data for Research Partnership (ADRP)

Scope of ADRP

The model for the ADRP is a federated one where each of the delivery partners will contribute to delivery of the ADRP, but also exist outside of the partnership. The ADRP will deliver three main functions:

- **Data services** - acquisition, linkage and management of administrative data; providing research access to administrative data; user support
- **Research functions** - impact-focussed research using administrative data to address priority societal challenges as well as furthering impact from existing research;
- **Catalytic functions** - to act as a catalyst in the relationship between researchers and government departments (as both data owners and policy makers) and build increased commitment from within government for data sharing and ultimately a sustainable research resource for the future.

Strategic Objectives for ADRP

There are four strategic objectives that all partners will be working towards to give coherence to this multi-stranded investment:

Area of Focus	Strategic Objective
I Trust and Sustainability	Commitment and sustainability for admin data research: to build acceptance in government of the imperative to release data and lay foundations for a sustainable research resource by focussing on addressing major societal challenges through admin data research.
II Research for public good	Measurable public good: to demonstrate impact arising from admin data research that addresses major societal challenges
III Researcher Access and Support	Seamless researcher service: transparent, coordinated, secure and timely access to UK admin data and support services for the wider research community
IV A highly useful long term research resource	A highly useful long term research resource: flow and availability of high-quality, research-ready UK admin data, designed to enable research to address major societal challenges and preserved for the long term