

RECRUITMENT PACK



This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application: ****INTERNAL APPOINTMENT****

Applications for the role of Deputy Pro-Vice-Chancellor (Research) are invited from among the members of the Academic Staff (Ordinance 7). **Please note we are unable to consider applications from non-University of Essex employees.**

Please complete the short on-line application form, which includes some standard questions, and attach the following documents. (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a. A covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
- b. A curriculum vitae - giving full details of your qualifications and experience to date.
- 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.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

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 (01206 876559) for help.

Closing Date: 8 July 2019

Interviews are planned for: Late July / Early August 2019



JOB DESCRIPTION – Job ref REQ02695

Job Title:	Deputy Pro-Vice-Chancellor (Research)
Contract:	Appointment to this role is for a fixed term from 1st August 2019 until 2nd January 2021. On completion of the appointment, the role holder will revert to their substantive position within their Academic Department.
Hours:	A notional minimum of 36 hours. The role holder will devote 80% of their time to the duties of this role, with the remaining 20% allocated to maintaining and developing their research career.
Salary:	Officer holders will receive an appropriate leadership allowance of £7,500 in addition to your existing salary
Responsible to:	Pro-Vice-Chancellor (Research)
Reports on a day to day basis to:	Pro-Vice-Chancellor (Research)

Context

The Deputy Pro-Vice-Chancellor (Research) is a senior academic leadership role within the University. The role holder works with and to the PVC (Research) in developing and implementing the University's research strategy (including the dissemination and application of the University's research through knowledge transfer activities, and consultancy). The role is line managed by and reports to the PVC (Research).

Appointment to this role is for a fixed term from 1st August 2019 until 2nd January 2021. On completion of the appointment, the role holder will revert to their substantive position within their Academic Department. The role holder will devote 80% of their time to the duties of this role, with the remaining 20% allocated to maintaining and developing their research career. The role holder is expected to be eligible for submission to the REF as part of the contractual requirements of this role.

This role will be advertised as an internal only opportunity for suitably qualified members of academic staff. It is proposed that the appointment should be made in accordance with paragraphs 1 and 3 of Ordinance 7, with the appointment to the role being made from amongst the Academic Staff of the University by the Council on the recommendation of the Senate. The Senate shall make the recommendation to the Council on the basis of a recommendation from a Selection Committee. The Committee shall be constituted in line with the requirements of Ordinance 7 paragraph 3, with the PVC (R) a member of the Panel.

Duties of the post:

The Deputy PVC will undertake activities to support the PVC (Research), acting under delegated authority from the PVC. In particular, the Deputy PVC (research) will be expected:

1. To contribute to the development of the University's Research Strategy and associated performance measures.
2. To lead on behalf of the PVC (Research) the development, approval and implementation of selected strategies and policies that will deliver consistent improvements in the University's research quality and intensity, and in the effectiveness and impact of its knowledge transfer and consultancy activities, in areas to be agreed with the PVC (Research).

3. To take lead responsibility for achieving progress against selected key performance indicators relating to research that are set out in the Strategic Plan, focusing on specific areas to be agreed with the PVC (Research).
4. To provide strategic academic leadership on behalf of the PVC (Research) for the development of a culture, policies and processes that support the increase of research grant income, and diversification of the sources of research income.
5. To lead on behalf of the PVC (Research) the development of a culture, policies and practices that encourages and facilitates the translation of the University's research into knowledge that supports external organisations, and society more widely, and maximizes the University's performance in the Knowledge Exchange Framework (KEF).
6. To support the Deputy Vice-Chancellor in ensuring that the infrastructure and resources provided to support research are fit for purpose and support the maintenance and enhancement of research quality, and increases research intensity.
7. To develop and ensure the effective implementation of University policies and procedures relating to research ethics, including chairing the University's Ethics Committee.
8. To be a member of the Partnerships Advisory Group in relation to the research (including knowledge transfer) aspects of national and international academic partnerships, and to take lead institutional responsibility for the oversight of the research and/or knowledge transfer elements of any such partnerships once they are established.
9. To represent the University nationally and internationally, on behalf of and in areas agreed with the PVC (Research), in relation to research issues, raising the profile and reputation of the University and influencing on behalf of the University national and international policies and agendas in this area.
10. On behalf of, and with the agreement of, the PVC (Research), to chair or attend relevant sub-committees of Senate or other groups concerned with the University's research and knowledge transfer activities, including Enterprise Board, Commercialisation Group and the GCRF Steering Group.
11. To undertake research at the highest level as a member of an appropriate department within the University.
12. To undertake any other duties as are assigned from time to time by the PVC (Research).

Key relationships and contacts

The Deputy PVC (Research) will work closely with the PVC (Research). The Deputy PVC may attend meetings of the University Steering Group as appropriate. The Deputy PVC shall be a co-opted member of Senate. The key internal relationships of the Deputy PVC (Research), in addition to the PVC (Research) are with the Deputy Vice-Chancellor, the PVC (Education), Executive Deans, the Registrar and Secretary, the Director of the Research and Enterprise Office, Deputy Deans (Research) and other heads of sections in Professional Services.

The Deputy PVC (Research) may also represent the University nationally and internationally to a wide range of key stakeholders.

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.

May 2019

PERSON SPECIFICATION

JOB TITLE: Deputy Pro-Vice-Chancellor (Research)

Qualifications /Training

	Essential	Desirable
▪ A PhD (or equivalent experience)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A distinguished academic record, including an internationally excellent research standing, which gains and retains academic credibility within the University's academic community.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ A proven track record of successful academic leadership at a senior level in a higher education institution that includes a broad range of disciplines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A detailed knowledge and understanding of national and international agendas and policy developments relating to research conducted in higher education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A successful track record in leading and preparing submissions to external assessments of research quality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strategic awareness of the key issues and challenges in higher education, nationally and internationally, and a proven ability to develop and implement strategy within this context.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent planning skills, allied to well-developed analytical and problem solving skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proven ability to develop and implement innovative approaches and/or projects that support the successful achievement of institutional strategic objectives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Exceptional communication and negotiation skills, particularly the ability to persuade and inspire academic colleagues and members of professional support services in order to achieve strategic objectives by working with and through others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to establish positive and effective working relationships with senior colleagues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work with and lead professional staff who are line managed by others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to chair meetings effectively, and to lead by example.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to represent the University nationally and internationally, and to engage with and influence external bodies and policy agendas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A strong commitment to the University Values that underpin Essex's mission and Strategic Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A strong commitment to the University's mission of delivering excellence in both education and research, and to fostering and	<input checked="" type="checkbox"/>	<input type="checkbox"/>



promoting the links between these two areas of activity.		
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* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that 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. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

May 2019

ADDITIONAL INFORMATION

General information

Prospective applicants may wish to contact Professor Christine Raines, Pro-Vice-Chancellor for information about the nature of the role. Any such consultations will form no part of the formal selection process.

Appointment to this role is for a fixed term from 1st August 2019 until 2nd January 2021. On completion of the appointment, the role holder will revert to their substantive position within their Academic Department. The role holder will devote 80% of their time to the duties of this role, with the remaining 20% allocated to maintaining and developing their research career.

This document is produced by:

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