

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.

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 DisabledGo 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 (01206-874588/873521) for help.

Closing Date: 5 January 2018

Interviews are planned for: 23 January 2018

Produced by:
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JOB DESCRIPTION – Job ref REQ01029

Job Title and Grade:	Funding Information Officer, Grade 7
Contract:	Permanent Full Time
Hours:	A notional minimum of 36 hours per week
Salary:	£29,799 - £32,548 per annum
Department/Section:	Research and Enterprise Office
Responsible to:	Director, Research and Enterprise Office
Reports on a day to day basis to:	Head of Research Development and Impact
Purpose of job:	The post will play a central role in ensuring the effective delivery of research development and related REO services by: horizon-scanning, identifying and promoting research funding and related opportunities to our diverse research community; contributing to the development of the REO's training activities and communications; co-ordinating meetings, workshops and similar events; and facilitating the University's engagement with the Eastern Arc research consortium.

Duties of the Post:

The main duties of the post will include:

Research development:

1. To proactively horizon-scan to identify sources of funding relevant to the university's research base across all faculties, and develop and maintain an information base of funding opportunities and associated resources and materials.
2. To ensure that funding opportunities are communicated effectively across the research community, working closely with the Research Development Managers to target opportunities to appropriate audiences.
3. To support the REO's training and development programmes for academic and other colleagues, by organising the annual programme and arranging workshops, sandpits, funders' visits, networking and other events, working closely with REO colleagues to identify requirements.
4. To develop and maintain resources that support research development, such as briefing papers, guidance notes and training materials, and ensure that relevant content on the REO webpages is kept up to date.
5. To proactively identify opportunities for academic colleagues to engage with funders and other external organisations and ensure that these are widely promoted across faculties.

Eastern Arc (Eastern Academic Research Consortium):

6. To act as the University's primary contact for Eastern Arc partners, liaising regularly with counterparts at UEA and the University of Kent to ensure effective co-ordination of activities and communication across the consortium.
7. To manage the University's Eastern Arc internal communications, ensuring that queries are dealt with promptly and that relevant information reaches the right audiences in a timely manner.
8. To regularly refresh the University's content on the Eastern Arc website, ensuring information is kept up to date and relevant to both internal and external audiences, liaising with Communications and External Relations colleagues as appropriate.

9. To proactively support the University's engagement with Eastern Arc by contributing to joint meetings and other events and activities, including the annual conference and research development workshops.

10. To gather data and information on the University's Eastern Arc activities and plans, to feed into reporting mechanisms.

11. To organise Eastern Arc activities and events hosted by the University, ensuring that they are effectively promoted to appropriate audiences.

Information Management and Communications:

12. To produce regular information bulletins on the work of the REO and research outcomes for circulation to internal audiences, including the monthly e-newsletter.

13. To compile and circulate data relating to REO activities for a range of internal audiences.

14. To produce reports on REO activities and achievements for a range of internal audiences including senior managers.

15. Any other duties as may be assigned from time to time by the Director of the Research and Enterprise Office or their 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:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

November 2017

PERSON SPECIFICATION

JOB TITLE: Funding Information Officer

Qualifications /Training

	Essential	Desirable
▪ Educated to first degree level or equivalent professional qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Postgraduate qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of working in a Higher Education or research environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing positive working relationships with academics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing and managing information resources to meet customer needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working on own initiative without direct supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of prioritising and managing own workload effectively in a busy work environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of the research environment and opportunities and challenges for university research in the current funding climate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of a range of research funding sources that are relevant to the University's research base across disciplines	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent interpersonal skills and the facility to relate positively to people at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Initiative and proactive approach to horizon-scanning and information gathering	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent written and oral communication skills appropriate to varied contexts and audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work as an effective member of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to develop project plans and oversee their successful implementation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to produce high quality materials for a variety of purposes and diverse audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to produce creative and engaging online content and resources for a research audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Sound IT skills including Office package and facility with social media	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proactive, resourceful and self-motivating	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Collaborative and customer-oriented approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to travel occasionally for meetings and events	<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"/>



*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>

November 2017

Additional Information

Research and Enterprise Office

You can find more information about the department at the following link:
<https://www1.essex.ac.uk/reo/default.aspx>

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

General information

Informal enquiries may be made to Sue Hanshaw, Head of Research Development and Impact (telephone: 01206 873494 e-mail: s.hanshaw@essex.ac.uk). However, all applications must be made online.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

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
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.

This document is produced by:

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