

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 876559) for help.

Closing Date: 24 October 2018

Interviews are planned for: 12 November 2018



JOB DESCRIPTION – Job ref REQ01873

Job Title and Grade:	Director - Eastern Academic Research Consortium (Eastern ARC) Grade 11
Contract:	Full-time, 3 year fixed-term. This post is fixed-term due to a temporary funding source.
Hours:	A notional minimum of 36 hours per week
Salary:	£59,827 - £65,302 per annum
Department/Section:	Research and Enterprise Office
Responsible to:	The location of the role is to be discussed with the successful candidate however it could be University of Essex (Colchester) University of Kent (Canterbury) University of East Anglia (Norwich)
Reports on a day to day basis to:	Director – Research and Enterprise Office
Purpose of job:	The Eastern Academic Research Consortium (Eastern ARC) is a strategic collaboration between the Universities of East Anglia, Essex, and Kent. This new post is intended to ensure that the Consortium is a partner of choice in the development of new collaborative research and innovation initiatives across the region and beyond; is well positioned to capitalise on the opportunities presented by emerging government agendas and the priorities of funding bodies; is actively engaged with sectors beyond the academy to maximise the reach and depth of impact from our collaborative research and innovation activities; develops new research communities across the Consortium to capitalise on emerging opportunities; achieves success in securing funding for large collaborative research and innovation projects.

Duties of the Post:

The main duties of the post will include:

1. Planning and Delivery:

- To oversee the development and effective delivery of the Consortium's strategies and priorities;
- To work with the senior leaders across the Universities to develop the Consortium's Strategic Plan 2020-2025;
- To ensure the effective delivery of existing work streams (Quantitative Social Sciences, Digital Humanities, and Synthetic Biology) to maximise their achievements and impact;
- To develop creative and innovative approaches to harness the combined research and knowledge exchange power of Consortium members;
- To lead, co-ordinate, and deliver new collaborative multi-disciplinary research and innovation opportunities across the Consortium;
- To catalyse, lead and contribute to the production of bids for major funding opportunities;
- To be responsible for the management of internal and external communications regarding the Consortium.

2. Relationship Management

- To provide visible and inspiring leadership for the Consortium, and be the key liaison internally and externally;
- To develop and maintain excellent working relationships with high level policy makers, major funding bodies and key stakeholders;
- To liaise effectively with the Board, and the Universities senior teams, including the Pro Vice-Chancellors (Research), Research and Innovation Directors, Academic Leads and Eastern ARC Fellows to ensure join-up across the consortium;
- To promote, facilitate and communicate a shared vision and culture of partnership.

3. Analysis and Reporting

- To provide regular reports on opportunities, activities and delivery to the Board;
- To benchmark the activities and performance of the consortium against other research alliances;
- To take the lead for the consortium in responding to consultations and requests for information, where a combined response would be beneficial;
- To understand the research and innovation portfolios of consortium members and horizon scan for appropriate opportunities to further the consortium's goals.

4. Decision Making

- To oversee the implementation of all decisions made by the Board;
- To be the delegated authority to take decisions on behalf of the Board where related to agreed Consortium business ;
- To be responsible for effective communications and stakeholder management.

Any other duties as may be assigned from time to time by the line manager 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:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

October 2018

PERSON SPECIFICATION

JOB TITLE: Director, Eastern ARC consortium

Qualifications /Training

	Essential	Desirable
▪ First degree in any discipline.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A higher degree.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of a senior leadership role in a relevant sector (for example HE management, policy, funding, government, or industry).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Detailed knowledge of the academic research and enterprise policy landscapes, relevant funding bodies and their requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Extensive experience of working productively and directly with strategic research and innovation partnerships across a wide range of disciplines and partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing and leading collaborative cross-sectoral partnerships and managing relationships across geographical, sectoral and organisational boundaries.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable experience of management, leadership and consistent high achievement in a senior position within an appropriate context.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Extensive experience of proposal development and complex bid writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proven track record of securing large scale funding and successful lobbying of policymakers and funders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of delivering effective communications, external relations, and marketing processes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of a range of project management approaches.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Ability to inspire and lead expert collaborative teams across the Consortium to develop new work streams and projects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to establish and work effectively within governance structures across the Consortium.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to effectively manage budgets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable expertise in developing productive external relationships and influencing agendas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

▪ Excellent communication skills, adaptable to different audiences and sectors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to establish effective relationships with senior academics, research and innovation leaders, and a wide range of staff and stakeholders, effectively manage cross-boundary sensitivities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to prepare and effectively present strategic and operational plans, to think analytically and strategically and to utilize high level implementation skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness and capability to travel extensively between consortium member locations, across the region, and beyond.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Flexible approach to the role, with an aptitude to respond quickly and with agility to opportunities and requests, galvanising support from colleagues and stakeholders.	<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>

October 2018

ADDITIONAL INFORMATION

General Information

- The Director will be employed by one of the three universities on behalf of the other consortium members – to be decided post interview;
- The appointee will be located within the senior management team at one of the consortium member universities (to be agreed), reporting directly to the local Director of Research and Innovation or equivalent.
- To be successful the post holder must spend considerable time at each of the three members. The job will require considerable travel between consortium members and other stakeholders (including overnight stays).

Informal enquiries may be made to **Vanessa Cuthill, Director, Research and Enterprise Office, University of Essex** (telephone: 01206 873527 e-mail: vanessa.cuthill@essex.ac.uk). However, all applications must be made online.

Background Information

The Eastern Academic Research Consortium (ARC) is a strategic collaboration between the Universities of East Anglia, Essex, and Kent - all part of the group of universities established in the 1960s that have thrived and grown extraordinarily in a relatively short time period, with each celebrating their 50th anniversary between 2013 and 2015. With a combined turnover of £540 million, together the three universities teach and train more than 50,000 students, supported by around 2,000 academic staff. In the REF 2014, the most recent research assessment exercise, they submitted 1,250 academic researchers to 41 of the disciplinary sub-panels. The Eastern ARC takes a five/50-year view – a commitment to growing cooperation since its inception, with the aim of enhancing our success over the next 50.

Eastern ARC was founded on partnership bids for doctoral training awards in the natural and environmental sciences and the arts and humanities, and on a range of other bilateral research relationships. A key element of the initial agreement was the joint funding of nine Eastern ARC Fellows and 21 Eastern ARC PhD studentships for a five-year period. Our initial focus has been on three broad interdisciplinary areas for research collaboration, with each consortium partner acting as research lead:

- **Digital Humanities**, led by the University of Kent - developing research collaborations that harness the significant expertise of consortia members in Big Data, and Digital Heritage (particularly in visualisation, geographical information systems and online curation).
- **Quantitative Social Science**, led by the University of Essex – focusing on the themes of (i) Inequality, Conflict, and Migration; (ii) Lifespan, Lifestyle, and Decision-making; and (iii) Environment, Energy, and Security
- **Synthetic Biology**, led by the University of East Anglia – (needs brief summary), led by the University of East Anglia – this collaboration across the consortia Biological Sciences researchers is developing new tools to address questions in the areas of environmental biology, signalling in plants and regulation of gene expression and engineering of metabolic pathways.

In the spring of 2018, the Consortium launched a major new initiative, led by the University of Essex to support enterprise in the east of England region. Funded by the Research England Connecting Capabilities Fund, the three-year project called “**EIRA - Enabling Innovation: Research to Application**” supports innovation by helping business to access research expertise from universities and colleges in the region. In delivering this project, the Eastern ARC consortium is collaborating with Harlow College, Norwich University of the Arts, University of Suffolk, and Writtle University College. The EIRA project is led and directed by a small team based at the University of Essex.

Further information about the Eastern ARC, including the EIRA project, is available here: <http://easternarc.ac.uk>

The Eastern ARC is governed by a Board which oversees strategic development and the implementation and delivery of the Consortium's objectives, and meets on a termly basis. The Board includes Consortium members' Pro Vice-Chancellors for Research, and Directors of Research and Enterprise.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

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

This document is produced by:

Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 876559
Email: resourcing@essex.ac.uk

October 2018