



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: 01 January 2019

Interviews are planned for: a date to be confirmed





JOB DESCRIPTION – Job ref (REQ02132)

| | |
|--|---|
| Job Title and Grade: | Enterprise Officer |
| Contract: | Permanent, full-time, although 0.8 fte would be considered. See general information |
| Hours: | 36 hours per week, although 0.8 fte would be considered |
| Salary: | £30,395-£33,199 per annum, pro rata for part-time |
| Department/Section: | REO Department |
| Responsible to: | Director of the Research and Enterprise Office |
| Reports on a day to day basis to: | Deputy Director (Enterprise) Research & Enterprise Office / Head of Start-up Support |
| Purpose of job: | To develop enterprise and entrepreneurship activities and raise the profile among the student body by engaging with student societies, the Students Union, running events and workshops and undertaking creative approaches to marketing and advertising. To increase the number of successful student/graduate start-ups by establishing a fully developed enterprise pipeline, inspiring, motivating and equipping students/graduates through training, resources, competitions, events, and coaching/mentoring. To contribute to providing a transformative student experience, and improving the employment prospects (including self-employment) of our students. |

Duties of the Post:

The main duties of the post will include:

Event management and marketing (40%)

1. Develop and produce advertising materials, exploit social media and network with the SU (Student’s Union) and student societies to effectively market the start-ups and enterprise offer.
2. Plan, prepare, promote and deliver new and existing workshops, resources, events/business competitions for student and graduate entrepreneurs to increase the number of start-up businesses from the University community.
3. Promote and coordinate events, speaker series and workshops to promote the concept of entrepreneurship and raise interest and demand for ongoing business support.
4. Encourage and enable students to enter high profile national competitions, including recruitment for real life business challenges.
5. Increase support for students in Southend and Loughton.
6. Contribute to other events and programmes that are run by the Essex Startups Team in conjunction with other institutions.

Signposting and resources (40%)



1. Act as a first point of contact for enquiries from students participating in the programme and / or wishing to set up their own business.
2. Produce online resources to support student and graduate entrepreneurs and update website content as required.
3. Produce e-newsletter for enterprise students, informing them of enterprise activities.
4. Deliver weekly drop in sessions.
5. Maintain regular liaison with Employability and Careers team

Other (20%)

1. Support and develop the day to day operation of the Enterprise Programme in conjunction with the Head of Start Up Support and the Research and Enterprise Office.
2. Oversee the administration of the internal space booking system for the Digital Accelerator space within the Innovation Centre
3. Guide and support the development needs of both of any Enterprise Project Interns and Enterprise Assistant.
4. Build internal University links and liaise with external regional and national organisations to identify and maximise available opportunities for entrepreneurial students.
5. Conduct surveys and prepare reports, including an annual evaluation of activities.
6. Collate statistics of students and graduates involved in Essex Startups activities (e.g. for annual HEBCI data return).
7. Maintain accurate online records for each students.
8. Provide support as appropriate for the wider Research and Enterprise Office.
9. Assist with special projects as and when required, and undertake any other duties as may be assigned from time to time by the Line Manager and the Deputy Director – Enterprise.

Any other duties as may be assigned from time to time by the Head of Department of the Research and Enterprise Office or his/her 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.

For Academic posts only: It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.

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>

November 2018



PERSON SPECIFICATION

JOB TITLE: Enterprise Officer

Qualifications /Training

| | Essential | Desirable |
|--|-------------------------------------|-------------------------------------|
| ▪ Minimum of 2 A-Levels | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Degree or equivalent experience | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Attended training workshops/seminars that are relevant for this position, i.e. starting your own business, marketing, presentation skills etc. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Experience/Knowledge

| | Essential | Desirable |
|--|-------------------------------------|-------------------------------------|
| ▪ Experience of working in a customer facing role for at least 6 months | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ High level of familiarity with Microsoft Office products, including Outlook and the internet | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of working as a member of a team in a busy office environment for at least 12 months | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of taking responsibility for a project and using initiative to achieve objectives | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of data entry for at least 6 months | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Substantial experience of prioritising workload to deal with a range of varied and competing tasks | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of organising events | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Considerable experience of working accurately and to agreed timescales | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of working within a HE institution of at least 6 months | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Experienced working with start-ups of at least 6 months | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Experienced in creating at least one business plan and reviewing it | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Experience of setting up her/his own business or have a genuine interest in Start-Ups | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Understanding of company formation process and operational activities that start-ups undertake (marketing, contracts, HR etc) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Basic knowledge of working with Mac specific programmes such as iMovie | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Skills/Abilities

| | Essential | Desirable |
|--|-------------------------------------|--------------------------|
| ▪ Professional, friendly and welcoming communication style | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to keep calm and remain diplomatic even when under pressure | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent organisational skills to organise projects and work efficiently and accurately | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to work independently and self-organise, as well as work as a cooperative team member and follow directions | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent verbal communications skills, including the ability to explain clearly and check understanding effectively | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ The ability to communicate with students, staff at different levels in the university, employers and with internal and external customers from a wide range of backgrounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ The ability to act with discretion and to maintain confidentiality | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent presentation skills and confident in engaging large audiences | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to relate to, engage effectively with and coach students and | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



| | | |
|---|-------------------------------------|--------------------------|
| student groups | | |
| ▪ Be creative, innovative and articulate with excellent written and oral communication skills | <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 flexible and proactive approach to work, together with a willingness to assist in other work areas, as and when required. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Having connections to external businesses and entrepreneurs that might be able to support the Essex Startups activities | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Ability to travel to Southend (see general information) | <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>

Competences

Please note the following criteria will be assessed only at interview stage but are essential criteria for this role:

| | Essential |
|---|------------------|
| An approach that encourages others to excel and calms difficult and challenging situations – setting an example through their professional attitude. | X |
| An approach that seeks to help customers to a high standard in all situations. | X |
| An approach that is both pragmatic and flexible; recognising when it is right to refer and when to support directly. | X |
| A value set that recognises the life changing opportunity of education and, through doing so, seeks to appropriately support student attainment. | X |
| An approach that sees tasks through to completion. | X |
| A willingness to try new methods and options and give constructive feedback to those developing the options. | X |
| Actively seeks to develop own skills and knowledge; learning from mistakes and welcoming constructive feedback. | X |
| Takes pride in their work and the work of the team | X |
| Recognises (and values) the contribution of others, actively seeking that contribution. | X |
| Uses appropriate tone, language and body language to support students and staff and the service delivery. | X |
| Checks others have understood and seeks advice where necessary. | X |
| Provides a professional approach in manner and deed, presenting a professional image to ensure students, staff and others can have confidence in the advice and support they are offered. | X |

November 2018



ADDITIONAL INFORMATION

Research and Enterprise Office

You can find more information about the department at the following
<https://www.essex.ac.uk/information/professional-services/research-enterprise-office-team>

General information

Full-time, Monday – Friday, 09.00-17.00 mainly in Colchester but also in Southend (at least one day a week)

Informal enquiries may be made Christine Michaelis, Enterprise Officer (telephone: 01206 4550 e-mail: cmichaa@essex.ac.uk). However, all applications must be made online. This post is a full-time permanent role however a 0.8 FTE could be considered.

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:

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November 2018