

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 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: 9 June 2019

Interviews are planned for: 27 June 2019



JOB DESCRIPTION – Job ref REQ02716

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|--|---|
| Job Title and Grade: | Work Based Learning (Extra-Curricular) Officer Grade 6 |
| Salary: | £26,243 - £29,515 per annum |
| Contract: | Permanent, Full-time |
| Hours: | 36 hours a week |
| Department/Section: | Student Development, Student Life, Academic Section |
| Responsible to: | Academic Registrar |
| Reports on a day to day basis to: | Work-Based Learning (Extra-Curricular Opportunities) Manager |
| Purpose of job: | To support the Work Based Learning (Extra-Curricular Opportunities) Manager in delivering the agreed priorities and actions by providing internship management support and ultimately, contributing to providing a transformative student experience. |

Context:

The Academic Section is part of the University's Professional Services and is headed by the Academic Registrar. The Section is responsible for managing all aspects of student and academic administration in partnership with Departments, Schools and Faculties. It plays a central role in delivering the University's commitment to excellence in education across the institution through the development and implementation of the University-wide projects and the development, review and implementation of effective policy in support of the University's academic mission. The Section is also the guardian of the student experience and leads, promotes and embeds the institutional commitment to putting students at the heart of everything we do.

The Student Life Directorate is part of the Academic Section and encompasses Student Development, Student Wellbeing and Inclusivity, and Student Services; all of which support student progression, success and graduate employability. We are committed to innovation and continuous enhancement within our services and to working collaboratively across all areas of the University, and beyond, for the benefit of our students.

The Student Development service enables an integrated approach towards student skills development, through the delivery of employability and careers services, academic skills support and student engagement expertise, in order to ensure that every student has the skills and experiences necessary for success in securing a good degree outcome and a successful graduate employment outcome.

Duties of the post:

The main duties of the post include:

1. To provide operational support to the Work Based Learning (Extra-Curricular Opportunities) Manager, including reporting on progress with internships.
2. To maintain records, following agreed policy and procedures that conform to University guidelines, ensuring that all employer/student information and administrative processes (e.g. completion of health and safety checks, learning agreements), including Tier 4 compliance is accurately recorded.

3. To track and monitor students on internships and afterwards, to facilitate reporting and evaluation requirements.
4. To support the Work Based Learning (Extra-Curricular) Manager to plan how to enhance the quantity and quality of internship opportunities, and support student engagement in the lead up to this.
5. To respond to new enquiries in a timely manner, referring these to colleagues as appropriate.
6. To play a role in keeping in regular touch with key clients and employers, providing them with information and advice, ensuring details are kept up to date and that they are well informed of developments at Essex.
7. To undertake user experience surveys in coordination with the WBL (Extra-Curricular Opportunities) Manager and collate, analyse and report on the findings to the Student Development Manager (Industry and Placements).
8. To ensure that work-based learning and internships opportunities are well advertised and promoted in accordance with the University's policies and procedures.
9. To prepare students to successfully undertake internships by working with colleagues to identify skills gaps and providing support and advice to students on how to secure placements and internships (including self-generated opportunities) and support students in making effective applications using Student Development resources through one-to-one interactions (face to face/online) and small group sessions/presentations, and by contributing to the development of new resources.
10. To motivate and line-manage the Internship Support Assistants by modelling good leadership qualities/behaviours and setting appropriate performance objectives through the annual PDR process.
11. To undertake other duties to support the wider work of the Student Development team as may be reasonably assigned by your line manager from time to time.
12. To undertake other reasonable duties, as required by the Academic Registrar (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/working-at-essex/uecs-staff>

May 2019

PERSON SPECIFICATION

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| JOB TITLE: Work Based Learning (Extra-Curricular Opportunities) Officer |
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Qualifications /Training

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| ▪ A degree or equivalent experience | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A relevant professional qualification related to employability (e.g. Dip CG, NVQ in career education information and guidance in HE) or recent, directly relevant professional experience | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Experience/Knowledge

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| ▪ Experience of employer engagement | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ An understanding of student recruitment and the graduate labour market | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience in managing innovative projects | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of one-to-one advice work with students | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Good knowledge of IT, including experience of using the internet and Microsoft Office package for work purposes | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Familiarity of working practices and issues in higher education | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Experience of advertising and promoting events and services through social media / marketing | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of networking in a professional environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of maintaining databases and using account management systems | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Experience of organising business networking and other events | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Skills/Abilities

| | Essential | Desirable |
|--|-------------------------------------|-------------------------------------|
| ▪ The ability to maintain friendly professional and helpful relations with a broad range of client groups (students / graduates/ employers etc.) and offer them effective support and advice | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Research and report writing | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ The ability to work independently and as part of a team | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent time management, multitasking and project skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to communicate clearly and effectively with a wide range of internal and external stakeholders, and effectively market and promote services | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A willingness to acquire new skills and responsibilities | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent data management skills including an understanding of data protection issues | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ The ability to work on a number of projects at one time, with competing priorities | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ The ability to work on own initiative, self-generate and contribute to new ideas for continuous improvement | <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"/> |
| ▪ Willingness to travel to the University's campuses in Loughton and Southend | <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>

May 2019

ADDITIONAL INFORMATION

Student Life, Academic Section

You can find more information about the department at the following link:

<https://www.essex.ac.uk/information/professional-services#academic-section>

General information

Informal enquiries may be made to Nick Goodman, Senior Faculty Employability Manager (e-mail: ngoodman@essex.ac.uk). However, all applications must be made online.

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 support 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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