

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: 28 June 2019

Expected start date: 1 August 2019, or as soon as possible thereafter



JOB DESCRIPTION – Job ref REQ02686

Job Title and Grade:	Assistant Director of Innovation and Technology (Strategic Projects and Improvement) Grade 10
Contract:	Permanent, full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£51,630 to £58,090 per annum (discretionary range £59,827 to £63,463)
Department/Section:	Innovation and Technology Solutions
Responsible to:	Director of Innovation and Technology
Reports on a day to day basis to:	Director of Innovation and Technology
Responsible for:	Seven project and continuous improvement managers (total team comprises fifteen)
Purpose of job:	Provision of high calibre support for the implementation of the University's aims and objectives through defining and overseeing a portfolio of strategic change programmes, projects and continuous improvement activities.

Job objectives and context

The University's mission is to deliver excellence in education and excellence in research. The University's strategies have bold ambitions and challenging aims. The delivery of these involves transformational projects alongside continuous improvement.

The post-holder will lead the co-ordination of University wide transformation and systems projects. This involves working closely with the University's senior executive team and requires strong leadership and experience of delivering transformational change in a complex organisation. The post-holder will have a key role in the continuing development of the University's approach to strategic programmes and projects including the framework and processes for their governance.

The Strategic Projects and Improvement group comprises about 15 staff: project and improvement managers, project officers, and business analysts. The Group is responsible for the delivery of a range of projects in the University's strategic projects portfolio as well as organising continuous improvement and co-ordinating external review work.

The Strategic Projects and Improvement group has been created by bringing together existing teams in Innovation and Technology Solutions some of which have recently joined from other areas. The group will work closely with groups and teams in Innovation and Technology Solutions as well as in other Professional Services and Academic departments.

As a recently formed professional services department, Innovation and Technology Solutions brings together a number of IT, data, project office, and business systems teams. The post-holder will be a member of the department senior management team and will actively explore the synergies that the new arrangements offer as well as contributing to further reshaping of the department.

The post is based in Colchester but some travel to other campuses in Southend and Loughton will be required.

The main duties of the post will include:

Strategy, Policy and Planning

1. To understand, influence, and translate institutional and customer needs into strategies and plans.
2. To contribute to the development, completion, and evaluation of actions to fulfil the University's strategies and supporting strategies.
3. To lead on the development and monitoring of the University's strategic project portfolio establishing themes, programmes, and projects to delivery institutional aims and objectives. This will include aligning the strategic project portfolio with the annual planning round outcomes.
4. To contribute to the formulation and execution of Innovation and Technology Solutions section plans and budgets as part of the University's annual planning process.
5. To participate in drafting and provision of advice on relevant University policies.

Communication and Collaboration

6. To lead the overarching advocacy and communication of the purpose, role, and benefits of strategic programmes and projects – working with Communications, Governance, HR, and IT teams as required.
7. To work with project sponsors, project managers, and others to ensure effective communication of change projects, continuous improvement activities, and organisational and systems developments to University staff, students, and external stakeholders.
8. To build strong working relationships in Innovation and Technology Solutions and across the University to understand requirements and issues so as to inform strategy, service design and management.
9. Prepare a wide range of key documents including discussion papers, project proposals and business cases, reports and other performance indication information for University committees, project steering groups/ project boards.
10. Work closely with the University Governance and Planning teams, particularly the Projects Governance Officer, on supporting and improving the University's project governance and management framework.

Service Leadership and Improvement

11. To ensure that the staff of the Strategic Projects and Improvement Group have clarity of purpose, understand the wider context and strategies, and how their contribution is important thereby establishing and developing shared understanding and common goals for the team.
12. To develop project management, continuous improvement, and business analysis as services that support University aims and objectives.
13. To ensure that strategic projects and improvement activities include full lifecycle thinking, including transition to business as usual working, business continuity, and benefits realisation.
14. To ensure that the work of external consultants, including SUMS (Southern Universities Management Services) supports University priorities.
15. Lead the health and safety aspects of the work of the Strategic Projects and Improvement group.
16. Lead the work of line managers and senior staff in the team to build the professional and personal development of staff, job performance, staff wellbeing, and safe working.

Service Delivery and Value

17. Advising the Director of Innovation and Technology on budget requirements and undertake financial planning and monitoring for team's expenditure.
18. Set service standards for project management, business analysis, continuous improvement, and related services that are meaningful to customers and service teams.

19. Working with team leaders and senior staff in the team to implement relevant best practice and to deliver continuous and step change service improvements.
20. Manage key supplier relationships and products/services to gain price and long-term cost of ownership benefits.

Other

21. Undertaking any other such duties as may be assigned from time to time by the Director of Innovation and Technology or their nominee.

In addition to the ongoing responsibilities and duties above, there are a number of specific short to medium-term activities are underway or in preparation for which the Assistant Director (Strategic Projects and Improvement) will lead or take a key role in. These activities are:

- Monitoring and suggesting improvements to the working of the University's project governance committees: the Capital Planning Group and the Project Co-ordination Group.
- Supporting the development of programmes and portfolios of projects that directly support University aims and objectives, particularly in relation to the University's Strategic Plan 2019-24 that is being developed.
- Analysing and understanding the capacity and capabilities required to support professionalising the University's approach to projects and programmes and making proposals to resources and arrangements for improvement.
- Ensuring the continuous improvement activities are valued and embedded in the University professional services thinking.

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>

PERSON SPECIFICATION

JOB TITLE: Assistant Director of Innovation and Technology (Strategic Projects and Improvement)
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Qualifications/Training

	Essential	Desirable
▪ An honours degree or equivalent level qualification/experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A postgraduate qualification and/ or other relevant qualifications such as programme/ project management certification.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Comprehensive management experience at senior levels in medium or large complex organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of leading and managing a range of teams with project/ continuous improvement managers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of successful delivery of institutional change through programme and project management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of leading major cross-institutional programmes and projects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Significant experience of preparing and reviewing high level proposals, reports, business plans, bids, and policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in high value budget preparation, monitoring, and financial management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of process review and other continuous improvement tools and techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of relevant issues in Higher Education.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience and knowledge of procurement and supply management.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Motivational leadership and management abilities with strong team building skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent written and oral communication skills including the ability to communicate effectively and considerately with stakeholders and customers at all levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills, ability to lead by example, inspire confidence, and take responsibility for own performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A high degree of visible professionalism and probity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Highly organised with demonstrable ability to plan, organise and manage complex priorities, projects, activities, and resources across teams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Negotiation and influencing skills with ability to work at all levels to obtain buy-in and agreement to proposals and change.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A strong commitment to customer service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A demonstrable approach that ensures principles of equality and diversity are embedded in the service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent all-round IT skills including MS Windows and Office applications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Highly numerate with strong abilities to collate, analyse, interpret, and present complex data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ A can do, determined, and innovative approach to problem solving.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable financial management and administrative abilities.	<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"/>
▪ Able to travel between Colchester, Southend and Loughton.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Sensitivity to the needs of people from a wide variety of cultural backgrounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A strong sense of empathy for academic endeavour, values, and activities.	<input type="checkbox"/>	<input checked="" 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>

ADDITIONAL INFORMATION

Innovation and Technology Solutions

You can find more information about the department at the following link: www.essex.ac.uk/it

General information

Informal enquiries may be made to Richard Murphy, Director of Innovation and Technology, (telephone: 01206 872329, e-mail: rmurphy@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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