

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### 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: 25 October 2017**

**Interviews are planned for: 10 November 2017**

Produced by:  
Resourcing Team  
Human Resources  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 873521/874588  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)



## JOB DESCRIPTION – Job ref REQ00964

<b>Job Title:</b>	Administrative Assistant Grade 5
<b>Contract:</b>	Fixed-term, part-time until August 2018  This post is fixed term to cover the temporary absence of a permanent member of staff.
<b>Hours:</b>	7.2 hours per week, equivalent to 1 day per week  Exact hours to be discussed
<b>Salary:</b>	£21,585 to £24,983 per annum (pro-rata)
<b>Department/Section:</b>	Strategic Planning and Change Section
<b>Responsible to:</b>	Director, Strategic Planning and Change/Deputy Secretary
<b>Reports on a day to day basis to:</b>	Head of Planning and Business Intelligence
<b>Purpose of job:</b>	To provide administrative support to the Section, primarily working with the Planning and Business Intelligence team to support the administration of the University's annual planning process and various other activities.

### **Purpose of the post:**

This is a varied and rewarding role within the Strategic Planning and Change Section. The post-holder will work with the Planning and Business Intelligence team to manage the University's annual planning process and various other clerical and engagement activities. In addition, you will provide flexible administrative support to the Section, working with both the Governance Office and Strategic Projects Office.

The role will include interactions with a range of people inside the University, and some liaison with externals such as lay committee members.

### **Duties of the post:**

1. Working with the members of the Planning and Business Intelligence Team, the post-holder will:
  - a. Assist in the management of the University's planning process.
  - b. Provide administrative support for meetings, ensuring that accurate notes are taken and disseminated promptly.
  - c. Develop, monitor and update action plans.
  - d. Provide administrative support for and coordinate all workshops, staff training and other engagement activities.
  - e. Develop and implement a communications plan to promote the availability of workshops, training and other engagement activities, working with colleagues at all levels of, and across the teams within, the section.
  - f. Collate and analyze feedback from training delegates and workshop participants, and assist with the creation and updating of course materials and resources.
  - g. Assist in updating of guidance documents, content on the Planning Information Portal and other documentations.
  - h. Respond to training and meeting related queries.
  - i. Organize meetings and events, including booking of rooms and catering.

- j. Provide administrative support to the Head of Planning and Business Intelligence and other team members as required.
2. Work collaboratively with colleagues within the Section to ensure the smooth operation of the office and to provide cover during staff absence, and administrative support during peak work periods, as required. Duties to include:
- a. Provide administrative support for meetings such as formal committee meetings, away days, training and networking events.
  - b. Assist in ensuring good communications with individuals in all parts of the University and at all levels of seniority predominately by email.
  - c. Provide support for the timely and meticulous preparation and dispatch of Council and other Committee papers.
  - d. Update and maintain relevant, concise and accurate electronic document repositories and archives.
  - e. Provide budget checking and assist with booking training, travel and hotel accommodation, ensuring that purchases adhere to the University Financial Regulations.

Any other duties as may be assigned from time to time by the Director of Strategic Planning and Change 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#>

October 2017

## PERSON SPECIFICATION

**JOB TITLE:** Administrative Assistant

### Qualifications /Training

	Essential	Desirable
▪ A good general level of education to A Level /BTEC or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Experience/Knowledge

	Essential	Desirable
▪ To be able to demonstrate a professional manner and work accurately and with attention to detail within appropriate regulatory and other contextual frameworks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To have a good understanding of the meaning and importance of confidentiality, both for personal information and for commercially sensitive and other restricted information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To be able to demonstrate excellent personal organisational and time management skills with the ability to prioritise tasks and work to competing deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To work effectively to a very high standard both independently and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of committee servicing and producing high quality minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of project work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working in UK higher Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of using Microsoft SharePoint.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
▪ To have proven IT skills and a thorough working knowledge of Microsoft	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To be able to demonstrate effective written communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To be able to show initiative and the ability to be pro-active	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To have excellent interpersonal skills to deal with telephone, email and face to face contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent customer care skills and responsiveness to user needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To demonstrate an ability in building successful working relationships at every level both within the Section and across the Professional Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Flexibility, enthusiasm and a willingness to undertake a complex variety of tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To demonstrate the ability to promote equality and diversity in working practices and to maintain positive working relationships	<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>

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## **Additional Information**

### **Strategic Planning and Change Section**

The Strategic Planning and Change Section (SPCS) supports the University in the development, implementation and monitoring of the University's Strategic Plan and its supporting strategies. Headed by the Director of Strategic Planning and Change, SPCS contains three teams.

The Planning and Business Intelligence Team creates, collects and shares information and understanding to help the University achieve its goals, working as a team and collaboratively with others, to provide clear, consistent and trusted knowledge.

The Strategic Projects Office supports the University in achieving its strategic aims of excellence in education and research by facilitating and promoting effective change and project management within the University.

The Governance Office supports the effective operation and integration of the University's corporate governance and management structures, providing professional support for the University's senior management and corporate governance structures. This includes support for University Council (the governing body) and its sub-committees, University Court (a stakeholder body promoting engagement between the University and its community) and the University Steering Group, chaired by the Vice-Chancellor, which meets regularly during term time to agree and execute the operational strategy, and to prepare and recommend to Council the University's budget and resource allocation.

Further information regarding the Section and the University's Strategic Plan may be found at <http://www.essex.ac.uk/spcs> and <http://www.essex.ac.uk/about/strategy>.

The Section sits alongside other professional services; Academic Section, Campus Services, Estates and Campus Services, Communications and External Relations, Finance, IT Services, Library, Human Resources, and Research and Enterprise.

### **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 Dr Richard Martin, Business Intelligence System Architect (telephone: 01206 872896 e-mail: [rmarti@essex.ac.uk](mailto:rmarti@essex.ac.uk)). However, all applications must be made online.

This post is fixed-term until August 2018 covering a period of temporary absence. The post is 0.2fte (equivalent to 1 day per week). Actual days/hours worked to be agreed with the successful candidate.

### **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 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](http://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:**

**Resourcing Team  
Human Resources  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 873521/874588  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)**