

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 873521/873461/874588) for help.

Closing Date: 4 July 2018

Interviews are planned for: 1 August 2018





JOB DESCRIPTION – Job ref REQ01470

Job Title and Grade:	Education Manager Grade 7
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£29,779 to £32,548 per annum
Department/Section:	Computer Science and Electronic Engineering (CSEE)
Responsible to:	Head of School
Reports on a day to day basis to:	School Manager
Responsible for:	Academic Partnerships Administrator, Student Administrator (Degree Apprenticeships), Project Worker (Student Engagement), Peer Assisted Learning Mentors (PALs)
Purpose of job:	<p>The Education Manager is responsible for supporting the School's academic standards and quality function, with a focus on providing operational leadership and management for specialist provision including degree apprenticeships and international partnerships. This will include the line management of relevant staff.</p> <p>The post-holder will work closely with the Director of Education to support key projects and initiatives to review and enhance learning and teaching approaches within the School and to promote student engagement and support, with a focus on enhancing the student experience and improving student satisfaction.</p> <p>The Education Manager will also be responsible for the accuracy of the School's course and module records, including maintaining accurate records of new course and module approvals, and overseeing the review and update of existing courses and modules via the annual update process.</p>

Duties of the Post:

Reporting to the School Manager, the main duties of the post are:

1. To lead and manage members of the School's Professional Services team working on specialist provision, including recruitment and selection, provision of support and training, performance management, professional development, appraisal, and making cases for additional increments/bonuses under the terms of the Annual Review Procedures, in consultation with the School Manager.
2. To provide dedicated high level operational support and leadership for the development, approval, implementation and ongoing delivery of specialist provision within the School including international partnerships and degree apprenticeships. This will include developing relevant policies and procedures, ensuring adherence to quality assurance processes, and providing senior level oversight and support for exam board functions in consultation with the School Manager and Examinations and Finance Manager.

3. Developing strategies to engage with key internal and external stakeholders to support the ongoing promotion and successful delivery of specialist provision, including degree apprenticeship employers.
4. To become the local expert on specialist degree provision within the School by developing relevant knowledge and expertise, and to keep abreast of key policies and developments in relation to such provision at both university and national level.
5. To provide dedicated high quality operational support to key academic role holders such as the Director of Education and Director of Curriculum Development, including the development and delivery of specific initiatives that will support improved performance against the School's key educational objectives, in consultation with the School Manager.
6. To act as officer to the School's Education Committee, working pro-actively with the Director of Education to manage the agenda and to drive forward key actions and initiatives.
7. To support the Director of Education with the organisation of Education Away Days.
8. To provide support for student engagement and support initiatives, including managing the Project Worker (Student Engagement), co-ordinating the recruitment and management of student Peer Assisted Learning Mentors (PALs), and working on NSS/SSS promotion. To develop creative ideas to promote student engagement within the School.
9. To ensure the regular and timely feedback to students on actions taken by the School in response to student feedback, e.g. via the production of "you said – we did" documents.
10. To be responsible to the School Manager for the accuracy of the School's course and module records, including maintaining accurate records of new course and module approvals, and overseeing the review and update of existing courses and modules via the annual update process.
11. To support the School Manager and Examinations and Finance Manager in the School's academic and quality function, including support for periodic review and professional accreditation visits, ensuring appropriate consideration of external examiner reports through the School's Education Committee and ensuring the provision of timely responses to recommendations/issues raised, and to deputise for the School Manager and Examinations and Finance Manager in servicing exam boards where required.
12. In collaboration with the School Manager, to support the development of strong partnership working between academic and professional services staff within the School and across the university, including building strong working relationships with teams in Academic Section (e.g. Academic Partnerships Team / Degree Apprenticeships team), and the Faculty team.
13. To advise the School Manager on the effectiveness of administrative procedures within the School and to make recommendations for implementing change, in consultation with others.
14. To deputise / cover for the School Manager, Examinations and Finance Manager, or Deputy School Manager as appropriate, and ensure that in the case of illness or absence, service delivery is maintained through providing or arranging cover.
15. To maintain own professional development and establish and support the development of equivalent expectations within the team.
16. Any other duties as determined from time to time by the Head of School, School Manager, Examinations and Finance Manager or their nominees.



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#>

June 2018

PERSON SPECIFICATION

JOB TITLE: Education Manager

Qualifications /Training

	Essential	Desirable
▪ A first degree or equivalent qualification/experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Significant and relevant administrative experience in a challenging and complex role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of managing and motivating a staff team, including recruitment and selection, appraisal, and performance management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of the development and implementation of policies and/or procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A broad understanding of Higher Education, including quality assurance mechanisms, and professional body accreditation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in Higher Education administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of managing projects from inception through to delivery	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Committee servicing experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent organisational and administrative skills, with the ability to establish personal priorities and those of others where deadlines are tight and demands conflicting, and to remain calm under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to lead and manage a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to learn independently and to master new areas of skill and knowledge rapidly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent presentation and communication skills (both written and oral)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work independently with minimal supervision and to work effectively as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to be proactive, and to solve practical and logistical problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A good level of IT literacy, proficient in Microsoft Office (Word, Excel and Outlook) and databases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in using the University's ESIS system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ High level numeracy skills, with experience of processing and checking large amounts of data e.g. exam marks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Impeccable standards of accuracy and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills, with the ability to build strong working relationships with people at all levels including administrative staff, academic staff, students and external stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to communicate with, and have sensitivity to the needs of, people from a wide variety of cultural 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"/>
▪ A flexible approach and can-do attitude, with a willingness to take on new tasks and projects	<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 strong and proven commitment to the principles of excellent customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Reliability and good time keeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A flexible approach to work to assist as and when required (e.g. to cover holiday, sickness absence)	<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>

June 2018

ADDITIONAL INFORMATION

School of Computer Science and Electronic Engineering (CSEE)

Further information regarding the department may be found at the following link:

<https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering>

General information

The planned start date for this post will be the 1st September 2018 or as soon as possible after that date.

Informal enquiries may be made to Marie Scott, School Manager (telephone: 01206 873 488 e-mail: cseeda@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy following:

<https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.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
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

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