

## 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 876559) for help.

Closing Date: 04 November 2018

Interviews are planned for: 29 November 2018



### JOB DESCRIPTION – Job ref REQ01934

<b>Job Title and Grade:</b>	Academic Administrator Grade 5
<b>Contract:</b>	Fixed-Term, Part-Time. This is a part-time post, fixed term for 1 year on a job share basis.
<b>Hours:</b>	14.4 hours per week (0.4 FTE), ideally to be worked on a Thursday and Friday
<b>Salary:</b>	£22,017 - £25,483 per annum (pro-rata for part-time)
<b>Department/Section:</b>	Department of Psychology
<b>Responsible to:</b>	Head of Department
<b>Reports on a day to day basis to:</b>	Department Manager
<b>Purpose of job:</b>	Working as part of the professional services team in the Department of Psychology, to coordinate key academic tasks and projects, ensuring the smooth running of these functions.

#### Duties of the Post:

The main duties of the post will include:

1. Coordinating the preparation of undergraduate and postgraduate examination papers and the examination timetable.
2. Project managing the pilot of online multiple choice questionnaires as a method of student assessment.
3. Coordinating the production of the Departmental student teaching timetable and dealing with timetabling and room booking requests.
4. Planning the annual schedule of Departmental Committee meetings.
5. Servicing the Departmental Recruitment Committee, the Departmental Workloads Committee and other committees as required. Updating the workloads spreadsheet.
6. Coordinating the production of the Undergraduate and Postgraduate Taught and Research Student Handbooks.
7. Producing the Departmental Staff Handbook, Mobile Testing Van, PGR Student Budget and Laboratory Assistant handbooks.
8. Administering the Departmental participant payments petty cash system in the absence of the Academic and Staffing Administrator.
9. Booking and facilitating the booking of travel and accommodation for staff and postgraduate students using approved university systems.
10. Preparing, promoting and reporting on student satisfaction surveys, including the termly Student Assessment of Modules.
11. Assisting the Departmental Director of Marketing with marketing and branding within the Department including the maintenance of notice boards.



12. Ensuring content on the Departmental section of the Essex website is current and kept up to date and liaising with central professional services on the website redesign project.
13. Using social media to maintain a Departmental presence.
14. Providing cover for the student facing reception areas (undergraduate and postgraduate) as necessary.
15. Supporting the Department Manager with specific projects and activities as and when required.

Any other duties as may be assigned from time to time by the Head of Department of Psychology 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 2018

## PERSON SPECIFICATION

**JOB TITLE: Academic Administrator**

### Qualifications /Training

	Essential	Desirable
▪ A high level of expertise and/ or qualifications in IT including Microsoft Word and Excel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Two A levels or equivalent, and GCSE passes or equivalent in Mathematics and English.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Experience/Knowledge

	Essential	Desirable
▪ Experience of using Microsoft Outlook and the internet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working as a member of a team in a busy office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of planning and organising activities involving eliciting the cooperation of multiple colleagues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working independently, including the ability to work on one's own initiative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with bespoke online applications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using social media and updating webpages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
▪ Excellent communication skills, demonstrating the ability to communicate verbally in a friendly and clear manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to build rapport with students and colleagues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work accurately with good attention to detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to service committee meetings efficiently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A high level of literacy with excellent clear written English and the ability to write reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong organisational skills and proven ability to prioritise workload tasks in order to meet multiple deadlines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to create good quality text and visual presentations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An interest in marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ <input type="checkbox"/> A flexible and proactive approach to work, with a willingness to assist in other work areas as and when required and a commitment to providing a high level of service to staff and students.	<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> October 2018

## ADDITIONAL INFORMATION

### Department of Psychology

You can find more information about the department at the following  
**<https://www.essex.ac.uk/departments/psychology>**

### General information

This position is part time, 14.4 hours per week (0.4 FTE) ideally worked on a Thursday and Friday. This role will form part of a job share arrangement with another Academic Administrator who works for 21.6 hours a week, over three days; good communication and collaborative skills are therefore important.

Please note that continuation of a job share arrangement is dependent on there being two people available to undertake the arrangement.

Informal enquiries may be made to Lesley Monk, Acting Department Manager (telephone: 01206 873591 e-mail: [lamonk@essex.ac.uk](mailto:lamonk@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](http://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)

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