

## RECRUITMENT PACK



**This document includes the following information:**

- Job Description
- Person Specification
- Additional information

---

Making an application:

**Please complete the short on-line application form and attach the following 5 documents:**

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) A full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development. You should also specify your 4 most significant papers published within the past 5 years (or an equivalent number appropriate to being an early career researcher). Applicants from within the UK should indicate which publications have been submitted to the REF 2014 and any assessment of the rating for each piece of work; For more information about the REF visit [www.ref.ac.uk](http://www.ref.ac.uk)
- c) An education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.
- d) A research statement of no more than two sides of A4 providing details of your research plans for the next three years. This should include details of books, chapters or papers in progress together with planned publication dates. For journal articles please provide details of target journals and planned submission dates. If you have papers that are currently under review please detail the stage these have reached and the timescale you expect those papers to be accepted for publication. If you have papers that have been accepted for publication but not yet published please provide the date the paper was accepted for publication.
- e) A document of no more than two sides of A4 setting out your three year plan for generating external funding to support your research.

Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

**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: 17 June 2019

Interviews are planned for: 10 July 2019

Expected start date: 1 August or as close to this thereafter



UNIVERSITY OF ESSEX  
 JOB DESCRIPTION

<b>Job Title and Grade:</b>	Lecturer (ASER); Grade 9
<b>Contract:</b>	Permanent, Part-time and Fixed-term, Full-time. The Fixed-term, Full-time post is fixed-term until 26 February 2021.
<b>Hours:</b>	Permanent, Part-time: 25.2 hours per week Fixed-term, Full-time: A notional minimum of 36 hours per week
<b>Salary:</b>	£40,793- £48,676 per annum, pro rata
<b>Department/Section:</b>	School of Health and Social Care (HSC)
<b>Responsible to:</b>	Dean of HSC
<b>Purpose of role:</b>	To take an active part in the delivery and development of Clinical Psychology. To conduct high quality research and contribute to the School's research profile.

## CONTEXT

**The School of Health and Social Care**

The School of Health & Social Care has an excellent reputation for teaching and research. Our academic members of staff (approx. 75) include occupational therapists, speech and language therapists, psychological therapists, nurses, social workers, oral health practitioners and sociologists. The School is run over 2 campuses, based at Southend and Colchester. Academic staff are supported by a team of administrative staff based at both Colchester and Southend campuses.

The School of Health and Social Care is seeking to appoint a Part-time Lecturer in Clinical Psychology Therapy. We would particularly welcome applications from individuals that are keen to develop research, drawing from, and building upon, existing research expertise within the school and applicant's own research profile. Applicants should have a strong commitment to team working and to enhancing the contribution of both research and education to Clinical Psychology.

The post includes a significant contribution to our Doctorate in Clinical Psychology programme at Colchester campus. It is expected that as a member of staff you would assist the Subject Lead, providing practical support to the team and undertake programme/ module leadership and teaching, assessment duties where needed.

This role will require management, administration and organisation alongside support of students on our existing programmes, and generally enhancing our research-led teaching in Speech & Language Therapy. We have a high reputation for our innovative educational delivery of Speech & Language Therapy programmes (in the top 15 in the National Student Survey for overall student satisfaction, 100% Employability, ranked gold in 2017 for the Teaching Excellence Framework, and named University of the Year 2018). We aim for excellence in research as well as in education and are looking for candidates who can contribute to both.

In April 2017 we were awarded a silver Athena SWAN award which recognises the commitment the School has toward equality and development of an inclusive culture, promoting dignity and respect. These are, of course, qualities that are also endorsed by the values of the NHS constitution with which all staff and students engage. Overseen by our active Equality and Diversity committee we continually strive to improve the embedding of policy in our working together.

We particularly welcome applications from those who identify as male or non-binary and those from an ethnic minority as they are under-represented in the School of Health & Social Care

#### KEY RESPONSIBILITIES OF THE POST

- To contribute to excellence in education by designing and delivering substantive and effective teaching and learning support, at undergraduate and postgraduate levels (e.g. curriculum development and review, assessment and feedback, research supervision, etc.) as agreed with the Dean of HSC.
- To engage in individual and/or collaborative research activity (resulting in internationally excellent publications) that is in keeping with REF criteria.
- To generate external research funding, including in collaboration with colleagues, appropriate in scale to career stage and subject area norms.
- To undertake leadership duties related to research and education appropriate to career stage and as allocated by the Dean of HSC.
- To enhance the scholarly reputation of the Department and the University by contact with the wider academic community and the dissemination of knowledge via public communication and other activities.
- To contribute expertise and knowledge to departmental and/or institutional initiatives as directed by their Dean of HSC.

#### MAIN DUTIES OF THE POST

##### **Education**

- To engage effectively in substantive teaching and learning support roles in the Department, and develop a broad understanding of how such activities contribute to high-quality student learning.
- To design, plan and deliver learning (modules, programmes of study, etc.) in creative and innovative ways appropriate to the subject area and level, taking into account department planning and priorities.
- To assess and feed back to learners (UG, PG, work-based, etc.) in evidence-informed ways appropriate to the subject and level.
- To supervise student projects, fieldwork and placements.
- To supervise postgraduate taught students appropriate for the discipline.
- To complete, within their probationary period (usually three years), a recognised higher education qualification or recognition process aligned with Descriptor 2 of the UKPSF (e.g. Fellowship of the Higher Education Academy).
- To contribute to faculty and departmental quality assurance procedures and quality enhancement initiatives to ensure that teaching and learning support meets the standards expected within a research-led university.

##### **Research**

- To develop a research agenda which pursues individual and/or collaborative research objectives and proposals of high quality that will as a minimum meet the University's expectations for future

Research Exercise Framework (REF) exercises.

- In collaboration with colleagues as appropriate, identify sources of funding and contribute to the process of securing external research income appropriate to discipline norms.
- To produce research outputs for publication at acceptable levels of volume and academic excellence and disseminate the result of research and scholarship through appropriate Knowledge Exchange activities (such as at relevant national and international conferences and scholarly publications not intended for the REF).
- To contribute to generating societal impact beyond the academic sphere and to contribute to impact case studies in keeping with REF criteria.
- To supervise and mentor postgraduate research students into relevant communities of research at Essex as appropriate to the departmental context to generate meaningful connections between research and education at Essex.

### **Leadership and Citizenship**

- To undertake leadership of specific areas of organisational activity within the department (e.g. recruitment, admissions, acting as undergraduate or postgraduate director) as may be reasonably required by the Dean of HSC.
- To play an active and constructive role in the Department and engage in activities beyond your own research and education duties, (e.g. admissions or undergraduate recruitment, etc.), as may be reasonably required by the Dean of HSC.
- To undertake peer mentoring of colleagues on the request of the Dean of HSC.
- To participate in, build and develop internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
- To engage in continuing professional development in relevant subjects/disciplines and their pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.
- To produce papers, articles, reports or other publications on aspects of professional practice as appropriate to career stage and discipline norms.
- To ensure knowledge and skills relevant to the profession are up-to-date and applied in education, research and leadership/citizenship.

*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>

UNIVERSITY OF ESSEX  
 PERSON SPECIFICATION

<b>JOB TITLE: Lecturer ASER Grade 9</b>	<b>POST REF: REQ02378</b>
---	---------------------------

QUALIFICATIONS / PROFESSIONAL RECOGNITION	Essential	Desirable
■ Relevant doctoral level research degree in Clinical Psychology or equivalent professional experience or practice or be close to completion of PhD.	X	
■ Fellowship of the Higher Education Academy, or the ability to gain professional recognition at this or a higher level if appropriate.	X	
■ HCPC and BPS registration as a Clinical Psychologist or an equivalent EU / International registration.	X	

EXPERIENCE/KNOWLEDGE	Essential	Desirable
■ Proven experience in teaching at undergraduate and/or postgraduate levels, or demonstrable potential to engage in teaching and learning support in Higher Education in imaginative, engaging and innovative ways.	X	
■ Experience of designing and planning learning activities (modules, programmes of study, etc.), developing effective learning environments (face to face and/or virtual) and approaches to student support and guidance.	X	
■ Evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes.	X	
■ Sustained engagement in continuing professional development in relevant subjects/disciplines and their pedagogies, incorporating research, scholarship and the evaluation of professional practices.	X	
■ Evidence of a research agenda, engagement in high-quality research activity and a developing research profile.	X	
■ A track record of publications in internationally recognised, reputable journals (and other media of similar standing) appropriate to career stage and discipline norms.		X
■ Knowledge of quality assurance and quality enhancement for academic and professional practice.		X
■ Experience of generating income to support research and/or knowledge exchange appropriate to career stage and discipline norms.		X
■ Experience in Clinical Psychology, meeting the requirements for registration with the HCPC or an equivalent EU/ International registration.		X
■ Sustained engagement in continuing professional development in relevant clinical knowledge, skills, policies and their pedagogies, incorporating research, scholarship and the evaluation of professional practices.	X	

SKILLS/ABILITIES	Essential	Desirable
------------------	-----------	-----------

■ A clear understanding of how students learn both generally and within your subject/disciplinary area(s) and the ability to apply your understanding to your practice.	X	
■ A commitment to the on-going evaluation of your teaching and an ability to do this effectively, with the support of others where appropriate.	X	
■ The ability to conduct and develop independent, high-quality research.	X	
■ The ability and willingness to complement and enhance the department/school's research and education strengths and areas of planned development.	X	
■ The ability and willingness to engage in impact, knowledge exchange and outreach activities.	X	
■ Strong communication skills, both written and verbal.	X	
■ An appreciation of the value of appropriate technologies and an ability and/or willingness to deploy these when relevant.		X
■ Involvement in regional and national networks relevant to Clinical Psychology.		X
■ Qualification or further training in CBT.		X
<b>PROFESSIONAL VALUES</b>	<b>Essential</b>	<b>Desirable</b>
■ A commitment to helping develop dynamic communities of research and education at the University.	X	
■ A strong and well-articulated commitment to the University's values and mission to deliver excellence in both education and research (integrated academic practice).	X	
■ A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice.	X	
■ A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice.	X	
■ An acknowledgement of the wider context in which higher education operate.	X	
■ A willingness to participate in extra-curricular departmental activities (e.g. recruitment, welcome events, employability events etc.).	X	
■ A commitment to uphold the HCPC Standards of Conduct, Performance and Ethics and to exhibit professional behaviours and attitudes in keeping with the HCPC and NHS values.	X	
<b>ELIGIBILITY</b>	<b>Essential</b>	<b>Desirable</b>
■ The ability to meet UK 'right to work' requirements*.	X	
■ The ability to fulfil the requirements of an enhanced DBS check (see general information).	X	



\* 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

### The School of Health and Social Care

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

<https://www.essex.ac.uk/departments/health-and-social-care>

### ASER/ ASE

A key part of our strategic vision for the School of Health & Social Care is to continue to consolidate our high quality research environment. We are keen to receive applications from individuals who are currently involved in, or are enthusiastic to develop their involvement in generating excellent research.

When applying for this post you should identify whether you are seeking appointment on either an 'Academic Staff with Education and Research Responsibilities' (ASER) or an 'Academic Staff primarily with Education responsibilities' (ASE) contract. Explanation is given below as to the expectations for each of these roles and the support that will be offered to post holders.

If you are currently actively engaged with, or leading research we would seek to employ successful candidates on an 'Academic Staff with Education and Research Responsibilities' (ASER) contract. If applying for this post we would expect you to outline your proposed research activities and how these might deliver a return that can contribute to a submission to the Research Excellence Framework (REF). The REF is a national research assessment exercise, which is currently under review and is next expected to take place in 2021. You can find out more about this here:

<https://www.gov.uk/government/publications/research-excellence-framework-review>

Staff holding ASER contracts are expected to contribute to the REF, which will require that they hold a publication record ranked at 3\* or above, demonstrate successful research income generation and an ability to contribute to impact case studies. You can expect as a member of ASER staff that you will:

- Be provided with clear expectations as part of your probation agreement of outputs (e.g. publications, income generation etc.) that you are required to produce to feed into a future REF return. The Unit of Assessment you would be expected to be returned to would be agreed and documented in your probation agreement, (once these have been finalised following the outcome of the REF consultation expected in summer 2017). A probation supervisor will be provided to monitor and support your meeting of the targets set. Targeted support will be provided within the REF cycle in order for you to meet targets set for REF. This may include support for research leave, access to additional training, and regular meetings with staff to discuss and agree plans and actions.
- Be provided with a designated mentor within the School to support you in developing your research activity.
- Have a portion of your time, through the School's workload allocation model, designated for 'scholarship' and for 'research'. For a full-time member of staff this would be equivalent to 600 hours per year. This time, for example, can be utilised to undertake writing of grant applications/ publications/ impact case studies, attending conferences and networking or research development meetings and other dissemination activities.
- Have access to the 'Research Incentive Scheme' for staff who are involved in income generating activity. The Research Incentive Scheme returns a proportion of the indirect costs recovered from successful external research funding to a research account held by the PI and any named co-investigators. Teaching buy-out allows academics who have won external research funding for a proportion of their salary to make a case to their Head of Department to buy-out a proportion of their teaching/admin time.
- Be supported by our 'Research and Enterprise Office' (REO) to identify potential funding sources and develop applications for external research, knowledge transfer and consultancy

applications. REO also will also continue to provide administrative support and advice throughout the life of a research grant once it has been awarded.

- Have access to apply for additional funding to support research activity through our 'Facilitating Research Fund' which is co-ordinated by our Director of Research within the School.

Some applicants may be starting out in research or consider themselves as 'early career researchers' but are not yet in a position to be able to submit to the REF. For these applicants, we would seek to appoint successful candidates on an Academic Staff primarily with Education responsibilities (ASE) contract. For our ASE staff we provide tailored support that includes:

- A designated mentor within the School to support you in developing your research activity.
- A full fee waiver for staff pursuing PG study at the University of Essex where they do not already hold a PG qualification. A full fee waiver will be provided whether a member of staff is new or is employed on a full-time or part-time basis. This can include Masters or Doctoral level qualifications, (PhD or Professional Doctorate), with an expectation that research undertaken as part of this study would feed into the research strategy of the School.
- A portion of your time, through the School's workload allocation model, will be designated for 'scholarship/professional practice'. For a full-time member of staff this would be equivalent to 300 hours per year. This time, for example, can be utilised to undertake writing of grant applications/ publications/ impact case studies, attending conferences and networking or research development meetings and other dissemination activities.
- Access to the 'Research Incentive Scheme' for staff who are involved in income generating activity. The Research Incentive Scheme returns a proportion of the indirect costs recovered from successful external research funding to a research account held by the PI and any named co-investigators. Teaching buy-out allows academics who have won external research funding for a proportion of their salary to make a case to their Head of Department to buy-out a proportion of their teaching/admin time.
- Support from our 'Research and Enterprise Office' (REO) to identify potential funding sources and develop applications for external research, knowledge transfer and consultancy applications. REO also will also continue to provide administrative support and advice throughout the life of a research grant once it has been awarded.
- Access to apply for additional funding to support research activity through our 'Facilitating Research Fund' which is co-ordinated by our Director of Research within the School.
- An opportunity to move to an ASER contract once the criteria for returning to the REF have been met. This would include a publication record ranked at 3\* or above, successful research income generation and demonstration of an ability to contribute to impact case studies based upon previous research activity.

### **People Supporting Strategy**

Please find a link to the People Supporting Strategy.

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

### **General information**

**Please note we have two positions available one permanent, part-time (25.2 hours per week) and the other fixed-term, full-time (Fixed-term for 18 months, 36 hours per week). Please indicate on your application what post you are applying for.**

Due to the nature of the work, applicants who are offered employment will be subject to a criminal record check (known as a Disclosure) by the Disclosure and Barring Service before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions.

We encourage applicants to provide details of all warnings, reprimands, cautions or criminal offences at an early stage in the application process. Should you wish to declare such information, please email the Resourcing Team in confidence, ([resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)) attaching brief details. We guarantee that this information is shared only with the recruiting manager.

A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website: <https://www.essex.ac.uk/staff/recruiting-staff/recruitment-of-ex-offenders-and-disclosure-and-barring-service>

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background to your offence.

**Informal enquiries may be made to Frances Blumenfeld (lead for Clinical Psychology), (telephone: telephone:01206 873910 email: [fblume@essex.ac.uk](mailto:fblume@essex.ac.uk)). However, all applications must be made online.**

At the University of Essex we use consistent language and terminology that articulates more clearly the responsibilities for education, research and leadership/citizenship associated with each academic role. This will help new colleagues to understand the University values from the moment they engage either as an applicant or new colleague, and help them to understand the future career pathways available to them as they become more established in their role.

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.

## Benefits

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 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:

Resourcing Team  
Human Resources  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 876559  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)

Last updated: April 2019