

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. 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.

a) Please include a covering letter setting out how you meet the requirements of the role as set out in the person specification.

b) Include 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. For posts with a research component, you should 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

c) Include 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) For posts with a research component, please include 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) For posts with a research component, applicants should also submit no more than two sides of A4 setting out their three year plan for generating external funding to support their research.

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: 17 May 2017

Interviews are planned for: 13 June 2017



JOB DESCRIPTION – Job ref REQ00577

Job Title and Grade:	Lecturer in Refugee Care Grade 9
Contract:	Permanent, Part-time.
Hours:	This role will be a notional minimum of 7.2 hours per week
Salary:	£39,324 - £46,924 per annum
Department/Section:	Department of Psychosocial and Psychoanalytic* Studies/Centre for Trauma, Asylum and Refugees
Responsible to:	Head of DPPS
Reports on a day to day basis to:	Director of CTAR
Purpose of job:	To take up a teaching and organisational role on programmes or modules relating to Refugee Care. To develop CTAR activities. To collaborate with the Director of CTAR in generating and submitting high quality funding applications, and on the development of new undergraduate modules.

**anticipated departmental title from 1 August 2017.*

Duties of the Post:

The main duties of the post will include:

1. To take an active part in the delivery and development of teaching in the Department of Psychosocial and Psychoanalytic Studies.
2. To function as a full member of academic staff, taking part in the activities and responsibilities of the Department.

Academic Responsibilities

The post holder will be expected to:

1. Teach on the UG module 'Psychodynamics of Trauma'.
2. Teach on the MA Refugee Care.
3. To supervise and support UG and MA students in their research projects
4. Fulfilment of any assessment and examination duties.
5. To contribute, where appropriate, to PhD boards or research supervision in the area of Refugee Care.
6. Assist in plans for the development of undergraduate modules on refugees and humanitarian disaster.
7. To contribute to the development of plans to raise external funding for CTAR, or in the area of Refugee Care.

Administrative Responsibilities

The post holder will be expected to:

1. Be fully involved in developing the profile of CTAR, and in CTAR-related activities.
2. Contribute to recruitment activities to the Department's programmes.
3. Work closely with colleagues in programme team(s).

4. Where appropriate, attend regular management committee meetings of University and workplace teaching staff.
5. Where appropriate, take up responsibilities within the Department as requested by the Head.

Any other duties as may be assigned from time to time by the Head of Department or his/her 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.

It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.

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#>

PERSON SPECIFICATION

JOB TITLE: Lecturer in Refugee Care

Qualifications /Training

	Essential	Desirable
▪ Master's degree in a relevant subject area, or equivalent professional qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Doctorate in a relevant subject area, or equivalent professional qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Qualification in psychotherapy or clinical psychology	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Significant experience in the field of refugee studies or refugee care	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Significant practical experience of refugee work, either in the field, or within an appropriate organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in relevant teaching, or demonstrable potential to achieve this	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in relevant research activity with a record of substantial publications or demonstrable robust evidence that this will develop	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of writing funding applications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of e-learning programmes and/or of combining various forms of teaching and learning delivery	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in relevant knowledge transfer activities and/or relevant professional practice, or demonstrable potential to achieve one of these	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ The ability and willingness to take a lead role in programme development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrated skills and enthusiasm for innovation in teaching at a range of levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability and willingness to take a lead role in recruitment activity, including making site visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability and willingness to work with colleagues as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Involvement in regional, national, and international networks relevant to his/her academic work	<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"/>
▪ Willingness to become involved in extra-curricular activities within the Department (e.g. open days; research student conferences; etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to join a team which includes a wide range of psychological clinicians and scholars	<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>

Additional Information

Department of Psychosocial and Psychoanalytic Studies*/Centre for Trauma, Asylum and Refugees

You can find more information about the department and CTAR at the following links
<http://www.essex.ac.uk/cps/> and <http://www.essex.ac.uk/cps/research/ctar.aspx>

*anticipated departmental title from 1 August 2017.

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

Hours and days of work: 7.2 hours per week: teaching takes place on a Tuesday in term time; occasional participation in staff meetings on a Wednesday may be required.

Informal enquiries may be made to Matt Ffytche (telephone: 01206 873958 e-mail: mffytche@essex.ac.uk). However, all applications must be made online.

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 a 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
- 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:

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