

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 4 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) Include a full curriculum vitae (CV) including any publications. Where relevant 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 <http://www.ref.ac.uk/>**
- b) A document of no more than 2 sides of A4 setting out how you meet the requirements of the role as set out in the person specification.**
- c) A document 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, and your future plans in these areas over the next three years. Where relevant also include your research plans for the next three years.**
- d) A document of no more than two sides of A4 setting out, first, your approach to research-led education and how that is informed by pedagogical research and, secondly, how you ensure your continuing professional development as an excellent teacher in higher education.**

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.

We are proud to have been a Two Ticks employer since August 2008 and, as part of our commitment to this scheme, we guarantee an interview to any candidate with a disability who meets the essential criteria for the post. 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: 15 November 2016

Interviews are planned for : To be confirmed

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



JOB DESCRIPTION – Job ref REQ00268

Job Title and Grade:	Lecturer in Accounting and Finance (Grade 9) Senior Lecturer/Reader in Accounting and Finance (Grade 10)
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	Lecturer: £39,324 - £46,924 per annum Senior Lecturer/Reader: £51,260 - £55,999 per annum
Department/Section:	Essex Business School
Responsible to:	Dean, Essex Business School
Reports on a day to day basis to:	Head of the Accounting Group/Head of the Finance Group

Purpose of the Post:

To further develop our current teaching, research and partnership activities at Essex Business School, we are seeking to make an appointment in the field of Accounting and Finance. This key appointment will play a vital role in enhancing the School's research profile, developing undergraduate and postgraduate teaching and extending the School's profile regionally, nationally and internationally.

The Accounting and Finance Groups at Essex Business School have an international reputation for their leading edge research. The School itself was ranked as a Top 25 business school out of over 100 UK business schools in the Research Excellence Framework (REF) 2014. More than two-thirds of our research is rated 'world leading' or 'internationally excellent'.

We welcome applications from candidates with interests in Financial Accounting and Corporate Finance. The purpose of the post includes:

- Contributing to the School's research profile through high quality publications and grant activity.
- Supporting partnership development including academic engagement with Kaplan Singapore;
- Organization of research informed teaching development workshops to be held in Singapore.
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Duties of the Post:

For appointment as **Lecturer** the Duties of the Post will include:

1. Undertaking independent research in the specific area of research interest of the applicant within the area of Accounting and Finance, with the aim of publishing in high ranking journals (ABS/AJG 3* and 4* level) and contributing to the School's 2020 REF submission.
2. Contributing to the development of teaching programmes within the area of Accounting and Finance.
3. Contributing to teaching a range of different full time and distance learning courses and degree schemes, at all levels; including new developments and modes of delivery, especially in the context of our expanding partnership arrangements.

4. Visits to Singapore around key times for up to two weeks (e.g. working with Kaplan Singapore Tutors on module outlines and materials, and providing feedback following a round of checks and approvals; new tutor induction; on-site lectures; student induction).
5. Supervising masters and doctoral students, and undertaking assessment and examination duties as specified by the Dean of Essex Business School or his/her nominee.
6. Participating in knowledge transfer activities involving businesses and other stakeholders in the wider community, particularly the international academic community.
7. Working with senior colleagues at Kaplan Singapore to develop the accounting and finance portfolio and support Kaplan Singapore Tutors in providing a research-led teaching delivery,
8. Development of a personal research plan, to include applying for research grants.
9. Working with senior colleagues at Kaplan Singapore to develop the accounting and finance portfolio and support Kaplan Singapore Tutors in providing a research-led teaching delivery,
10. Any other duties as may be assigned from time to time by the Dean of Essex Business School or his/her nominee.

For appointment as **Senior Lecturer** the Duties of the Post will include, in addition to the above:

11. Providing research support and leadership to junior colleagues in Colchester and Kaplan Singapore.
12. The generation of research grant income, particularly from funding organisations that pay FEC overheads.
13. Supervision of PhD students.
14. Take on senior administrative and management roles in the School.
15. Publishing high-quality research in top-ranked international peer-reviewed journals.
16. Participating and leading knowledge transfer projects and activities.

In addition to the above, for appointment at **Reader** level, the applicant must:

17. Be able to demonstrate a significant research portfolio to include a well-established track record of high quality publications in leading refereed journals, research funding from a variety of sources and capability for dissemination to different audiences for research.

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#>

October 2016

PERSON SPECIFICATION

JOB TITLE: Lecturer/Senior Lecturer/Reader/Professor

Qualifications /Training

For appointment as a Lecturer:	Essential	Desirable
▪ A postgraduate degree or equivalent level qualification in accounting, finance or a related discipline	X	
▪ A PhD in accounting, finance or other specialism related to the area of the post (or be in the final stages of completion)	X	

Experience/Knowledge

For appointment as a Lecturer:	Essential	Desirable
▪ Subject expertise and experience in the area of accounting and finance including financial accounting	X	
▪ Knowledge and understanding of relevant research methodologies	X	
▪ Evidence of research output, either published or publishable, of peer-reviewed international quality	X	
▪ Demonstrable evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes	X	
▪ Experience of teaching, or demonstrable potential for achieving this	X	
▪ Experience of curriculum design and development		X
▪ Experience of work-based learning		X
▪ Experience of online/distance learning course tutoring		X
In addition, for appointment as a Senior Lecturer:	Essential	Desirable
▪ A strong record of high quality research publications, including papers in top-ranked international journals	X	
▪ Experience of teaching and leading in the development of new teaching programmes in accounting and finance	X	
▪ A proven track record of raising research funds and managing research projects		X
▪ Experience and in-depth knowledge of research methods, design, and relevant research topics	X	
▪ Proven experience in managing academic (teaching and learning) management issues	X	
▪ Experience of PhD supervision	X	
In addition, for appointment as a Reader:	Essential	Desirable
▪ A significant research portfolio to include a well-established track record of high quality publications in leading refereed journals, research funding from a variety of sources and capability for dissemination to different audiences for research	X	

Skills/Abilities

For appointment as a Lecturer:	Essential	Desirable
▪ The ability to complement and strengthen the School's teaching and research activities in the specified areas	X	
▪ The ability and willingness to play an active part in the administration of the School	X	
▪ The ability and willingness to work with colleagues as part of a team	X	
▪ Demonstrate experience of development of materials for academic partners		X
▪ The demonstrable potential for attracting external research funding	X	
▪ The ability to contribute to other areas of teaching		X
In addition, for appointment as a Senior Lecturer/Reader	Essential	Desirable
▪ Demonstrate experience of involvement with partnership activities		X
▪ Management and leadership skills combined with the ability to motivate and co-ordinate other staff, whilst also working as part of a team	X	
▪ Demonstrable ability to support the teaching and learning experience of all academic colleagues in a higher education environment	X	
▪ Excellent organisational, communication and interpersonal skills	X	

Other

	Essential	Desirable
▪ A willingness to be involved in extra-curricular activities within the School e.g. open days etc	x	
▪ *The ability to meet the requirements of the UK 'right to work' legislation*	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. The University may be able to offer Tier 2 Sponsorship for this role. 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

Department information

For further information about the School, please visit: <http://www.essex.ac.uk/ebs/>

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 Professor Teerooven Soobaroyen, Head of Accounting Group (telephone: 01206 874015 e-mail: tssoba@essex.ac.uk or Professor Neil Kellard, Head of Finance Group (telephone: 01206 874153 e-mail: nkellard@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.

October 2016