

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.

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: 31 January 2017

Interviews are planned for: 20 February 2017



JOB DESCRIPTION – Job ref REQ00395

Job Title and Grade:	Lecturer in Finance Grade 9
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£39,324-£46,924 per annum
Department/Section:	Essex Business School
Responsible to:	Dean, Essex Business School
Reports on a day to day basis to:	Head of the Finance Group
Purpose of job:	To further develop our current teaching and research activities, we are seeking to make an additional lecturer appointment in the field of Finance. We welcome applications from candidates with an interest and quantitative specialism in any area of Finance and/or Banking.

The Finance Group at Essex Business School has 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'.

Duties of the Post:

1. Undertaking independent research within the area of 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 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.
4. Supervising masters and doctoral students, and undertaking assessment and examination duties as specified by the Dean of Essex Business School or his/her nominee.
5. Participating in knowledge transfer activities involving businesses and other stakeholders in the wider community, particularly the international academic community.
6. Contributing to the development and provision of new courses and modules, as appropriate.
7. Development of a personal research plan, to include applying for research grants.
8. Undertaking a range of administrative duties, including acting as course director for one or more courses, as specified by the Director of Essex Business School or his/her nominee.
9. Any other duties as may be assigned from time to time by the Dean of Essex Business School 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#>

January 2017

**PERSON SPECIFICATION****JOB TITLE: Lecturer in Finance****Qualifications /Training**

	Essential	Desirable
▪ A postgraduate degree or equivalent level qualification in Banking, Finance or a related discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A PhD in Finance or other specialism related to the area of the post (or be in the final stages of completion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Subject expertise and experience in the area of Finance and Banking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge and understanding of relevant research methodologies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Evidence of research output, either published or publishable, of peer-reviewed international quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of teaching, or demonstrable potential for achieving this	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of attracting external research funding, or demonstrable potential for achieving this	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ The ability to complement and strengthen the School's teaching and research activities in the specified areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability and willingness to play an active part in the administration of the School	<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"/>
▪ A demonstrable ability to make plans/set objectives, take responsibility and to achieve them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The demonstrable potential for attracting external research funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to contribute to other areas of teaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ A willingness to be involved in extra-curricular activities within the School e.g. open days	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to meet the requirements of the UK 'right to work' legislation*	<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. 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>

January 2017

Additional Information

Department information

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

This document is 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

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