

## 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 (01206-874588/873521) for help.

**Closing Date: 5 September 2017**

**Interviews are planned for: 20 September 2017**

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**JOB DESCRIPTION – Job ref REQ00827**

<b>Job Title and Grade:</b>	Executive Education Officer Grade 6
<b>Contract:</b>	Part-time, fixed-term until 31 August 2019. This post is fixed term as it is linked to a temporary funding source.
<b>Hours:</b>	18 hours per week, flexibility offered on distribution of hours
<b>Salary:</b>	£25,298 - £28,452 per annum (pro-rata for part-time)
<b>Department/Section:</b>	Essex Business School
<b>Responsible to:</b>	Head of Operations and Business Services
<b>Reports on a day to day basis to:</b>	Head of Operations and Business Services
<b>Purpose of job:</b>	<p>The Executive Education Officer is responsible to the Head of Operations and Business Services for the administrative support of the School's executive education programmes.</p> <p>This role will focus on supporting the delivery of income generating executive education programmes, which are primarily non-accredited. Working closely with the Director of Executive Education the post holder will ensure the effective delivery of the planning and execution of programmes. The Executive Education Officer will assist in the development of new income streams, new open and customised executive education programmes and events, assist in the development of corporate sector engagement and increase the brand awareness, reputation and impact of EBS Executive Education. The role will play a key administrative role in ensuring that the target audience of SME and corporate sector directors and senior managers receive a professional, high-value experience when engaging with the School and participating on executive education programmes.</p> <p>The Executive Education Officer will work closely with senior colleagues within the School, and with centrally based professional services teams, in particular the Research and Enterprise Office (REO). They will be expected to work in accordance with the Business School's principles, values and behaviours.</p>

**Duties of the Post:**

Working with the Director of Executive Education (DEE) and reporting to the Head of Operations and Business Services, the main duties of the post are:

1. To provide high quality administrative support to the DEE in support of the School's executive education provision.
2. To act as the main point of contact for internal and external enquiries related to the executive education programmes.
3. Under the direction of the DEE to create and maintain project plans for each programme.

4. To support the organisation and delivery of executive education programmes and events, including administering course bookings, the booking and ordering of venues, catering and other logistical needs of events.
5. To deal effectively with any last minute changes and problems related to the delivery of executive education programmes.
6. To produce programme materials that are accurate, to required specification and by the agreed deadline.
7. To liaise with the EBS Marketing Team on the production of marketing materials, ensuring brand consistency and quality assurance.
8. Under the direction of the DEE to set up, and maintain, any online resources for programmes.
9. To have oversight of the executive education budget including co-ordinating programme financial administration.
10. To build relationships across the University and key stakeholders, including external partners, in order to support the School's objectives. To be proactive in building strong working relationships with Colchester and Southend based professional services and academic staff in support of the delivery of executive education events.
11. To maintain accurate records and manage records in accordance with agreed protocols and the School's records retention schedule.
12. To maintain own personal development and actively contribute to activity that enhances the administrative effectiveness of the School, Faculty and University as a whole.
13. To undertake any other duties as may be assigned from time to time by the Head of Operations and Business Services or their nominee.

Any other duties as may be assigned from time to time by the Dean of Essex Business School 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#>

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## PERSON SPECIFICATION

**JOB TITLE: Executive Education Officer**

### Qualifications /Training

	Essential	Desirable
▪ Educated to A-level or equivalent qualification/experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Minimum 5 GCSE passes at A-C or equivalent including English Language and Mathematics at Grade B or above	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Experience/Knowledge

	Essential	Desirable
▪ Significant and recent administrative experience of working in higher education student or client-facing administration or an equivalent context	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of event production and delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with budgets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing and maintaining own and institutional corporate networks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of event marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Demonstrable experience of managing and maintaining accessible records	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
▪ Excellent interpersonal skills including the ability to establish productive working relationships with both academic and professional services staff and to deliver effective and authoritative advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills, including a high standard of written English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to communicate effectively with a range of people from inside and outside the organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Efficient and well-organised, with experience of managing multiple tasks effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent customer service skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A confident IT user, with proficiency in the use of Microsoft Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good judgement and the ability to remain calm under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work independently with minimal supervision and to work effectively as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to be proactive, thinking creatively to solve problems and a willingness to consider new ideas, to prioritise tasks in order to respond to unexpected or urgent matters and to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Impeccable standards of accuracy and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to learn independently and to master new areas of knowledge and skills rapidly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Tact and discretion in dealing with sensitive issues and information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A flexible approach and a 'can do' attitude; willingness to take on new tasks and projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other**

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness and ability to work at both the Colchester and Southend campuses	<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>

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## **ADDITIONAL INFORMATION**

### **Department**

You can find more information about the School at the following link <https://www.essex.ac.uk/ebs>

### **General information**

Informal enquiries may be made to Ville Karhusaari, Knowledge Exchange Manager (telephone: 01206 874559 e-mail: [vmkarh@essex.ac.uk](mailto:vmkarh@essex.ac.uk)). However, all applications must be made online.

The position is a part-time position working 18 hours per week. Flexibility offered on distribution of hours.

Further details about the executive education programmes from Essex Business School are available at <https://www1.essex.ac.uk/ebs/business/executive-education/default.aspx>.

### **People Supporting Strategy**

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

### **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 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](http://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.