RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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 873461/873521/874588) for help.

Closing Date: 30 April 2018

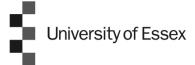**Interviews are planned for: Mid-May 2018**
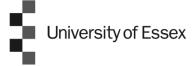
JOB DESCRIPTION – Job ref REQ01242

Job Title and Grade:	Outreach and Engagement Coordinator Grade 8
Contract:	Fixed-term, part-time. This post is fixed term until 30 January 2019 in line with the end of the grant funding for the project.
Hours:	14.4 hours per week (0.4 FTE) This role will form part of a job share arrangement with another O & E Coordinator who works 21.6 hours per week (0.6 FTE) over three days* The full-time equivalent for this post has a notional minimum of 36 hours per week
Salary:	£32,548 - £38,832 per annum (pro-rata)
Department/Section:	ESRC Business & Local Government (BLG) Data Research Centre, Essex Business School
Responsible to:	Director of ESRC Business & Local Government Data Research Centre
Reports on a day to day basis to:	Project Manager
Responsible for:	Project Office Administrator
Purpose of job:	This post has three main purposes. First, the development and implementation of the plan for the outreach activities which will provide the capacity to ensure that the Centre can deliver the impact which is expected by the ESRC. Second, in conjunction with the Director of the Centre, the post holder will be responsible for developing a plan for the Knowledge Exchange (KE) activities which are a key pillar of the Centre's activities. Third, coordination of the training and capacity-building activities. As a result, this is a senior role requiring significant initiative, skill, and vision. The ESRC Business & Local Government (BLG) Data Research Centre is based within the Essex Business School and funded by the Economic and Social Research Council as part of a £64 million Big Data Network. This post provides an exciting opportunity to be a key member of a team establishing a major initiative for data science and smart analytics at the University.

*Please note that continuation of a job share arrangement is dependent on there being two people available to undertake the arrangement.

Duties of the Post:

The main duties of the post will include the following:

1. Development and implementation of the outreach plan for the Centre.

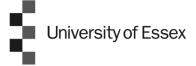2. Management of the Centre's outreach activities while interacting with the main stakeholders.

3. Develop positive working relationships with academics and users to identify areas of collaboration.

4. Evaluate and interpret academic research outputs and re-purpose them for policy and other non-academic audiences to ensure the greatest impact of the research findings.

5. Work with academics and other organisations to develop a strong Knowledge Exchange programme.

6. Liaise and work with the University Research and Enterprise Office to implement the Knowledge Exchange programmes.

7. Coordinate the training and capacity building activities with academic colleagues and co-investigators across the Centre.

8. Liaison and networking with the ESRC.

9. Any other duties as assigned from time to time by the Centre Director 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#

March 2018

University of Essex

PERSON SPECIFICATION

JOB TITLE: Outreach and Engagement Coordinator

Qualifications /Training

	Essential	Desirable
▪ Educational qualifications to at least first degree standard (or equivalent)	☒	☐

Experience/Knowledge

	Essential	Desirable
▪ Understanding of the broad issues around big data and the research which is carried out by the Centre	☒	☐
▪ Experience of working in a knowledge transfer capacity	☒	☐
▪ Experience of working with local government organisations and business	☒	☐
▪ Experience in negotiating with external organisations	☒	☐
▪ Experience of managing business engagement plans	☒	☐
▪ Experience with translating highly technical research into practical solutions which can be of relevance to external organisations	☐	☒
▪ Knowledge of the main KE programmes funded by national and local government	☐	☒
▪ Contacts with businesses involved with Big Data	☐	☒
▪ Experience of organising external events	☐	☒

Skills/Abilities

	Essential	Desirable
▪ Good written and verbal communication skills		
▪ Strong project management skills	☒	☐
▪ Good numeracy and literacy skills	☒	☐
▪ High personal integrity, with the ability to maintain the confidentiality of personal data	☒	☐
▪ The ability to produce high quality work within deadlines	☒	☐
▪ Self-motivation, initiative, and ability to work independently	☒	☐
▪ An ability to work well in a large team and meet the diverse needs of a variety of staff	☒	☐
▪ Ability to manage a diverse workload and competing priorities	☒	☐
▪ IT skills and familiarity with Windows-based software	☒	☐
▪ An understanding of University communication policies	☐	☒

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	☒	☐
▪ Can fulfil the staff vetting requirements for Government contracts (see general information for more details)	☒	☐

* 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

Essex Business School: Business and Local Government Data Research Centre

You can find more information about the department at the following link:
http://www.blgdataresearch.org/

People Supporting Strategy

Please find a link to the People Supporting Strategy following:
https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf

General information

Informal enquiries may be made to Tom Howard, Project Manager (telephone: 01206 873439 e-mail: tom.howard@essex.ac.uk). However, all applications must be made online.

Staff Vetting Procedures

Due to the nature of the work in the BLG Data Research Centre, applicants who are offered employment will be subject to a Baseline Personnel Security Standard (BPSS) vetting check before the appointment is confirmed to enable the University to verify the following for the successful candidate:

- Identity
- Employment history (for a minimum of the past 3 years)
- Nationality and immigration status
- Criminal Record (unspent convictions only)

Criminal Record Disclosure Checks:

We encourage all applicants to provide details of warnings, reprimands, cautions or unspent criminal convictions 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) attaching brief details, or alternatively post details to the Resourcing Manager, Human Resources, University of Essex, Wivenhoe Park, Colchester CO4 3SQ. This information is seen only by those directly involved in the recruitment process.
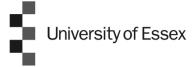
Should you be appointed to this post you will be asked to make an application for a Basic criminal record Disclosure. This only asks about unspent convictions. More information about the process can be at http://www.disclosurescotland.co.uk/.

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. A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website:
https://www1.essex.ac.uk/hr/managers/recruitment/ex-offenders.aspx

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
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

This document is produced by:

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