

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:

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) 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. You should also 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) 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) 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) A document of no more than two sides of A4 setting out your three year plan for generating external funding to support your research.

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.

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 **AccessAble** 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 876559) for help.



Closing Date: 27 May 2019
Interviews are planned for: 17 June 2019
Expected start date: 1 January 2020



UNIVERSITY OF ESSEX JOB DESCRIPTION

Job Title and Grade:	Lecturer (ASER); Grade 9
Contract:	Permanent, full-time
Hours:	36 hours per week
Salary:	£40,793 to £48,676 per annum
Department/Section:	Essex Business School
Responsible to:	Head of Department (HoD)
Purpose of role:	<p>The purpose of this post is to:</p> <ul style="list-style-type: none"> ▪ Enhance the School's research profile through high-quality publications, grant activity and impact case studies. ▪ Contribute to the design and delivery of teaching in the area of Employment Law and Human Resource Management, alongside actively engaging in undergraduate and postgraduate supervision. ▪ Undertake, where appropriate, administrative and leadership responsibilities within the School and Group.

CONTEXT

This is an exciting opportunity to join the Organisation Studies and Human Resource Management Group at Essex Business School. If successful, you will be part of a team of over 15 research active colleagues with a global reputation for their work in critical organisation studies, HRM, and equality and diversity.

We are keen to appoint a talented scholar with experience in the field of Employment Law and Human Resource Management and, ideally, with the ability to contribute to the teaching of introductory business law more generally across the School. We would, therefore, especially welcome applications from those with expertise in:

- UK and international employment law
- Corporate and business law

You will be expected to:

- Demonstrate a commitment to high-quality social scientific research in your field or specialism, engaging in individual and/or collaborative research activity that is in keeping with REF criteria, and generating external research income (appropriate in scale to career stage and subject area norms).
- Contribute to the University's mission of excellence in education by delivering teaching across range of organisation studies and/or HRM modules, providing substantive and effective student support, and undertaking undergraduate and postgraduate supervision.
- Engage with external stakeholders, contribute to the effective administration of the Group and/or School, and enhance the scholarly reputation of the School and the University Department, and experience of the demands of working within a business school environment.

You should have a doctoral level research degree in HRM and Employment Law or related discipline, or be close to completing your studies; evidence of research output - either published or publishable – that is of peer-reviewed international quality, and experience of teaching at undergraduate and/or

postgraduate levels or demonstrable potential for achieving this. In addition, evidence of a research agenda and evidence of a clear publication plan for submission to future Research Excellence Framework (REF) exercises is essential.

The post will be available from January 1st 2020.

We particularly welcome applications from those who identify as female or non-binary and those from an ethnic minority, as they are under-represented at this level.

KEY RESPONSIBILITIES OF THE POST

- To contribute to excellence in education by designing and delivering substantive and effective teaching and learning support, at undergraduate and postgraduate levels (e.g. curriculum development and review, assessment and feedback, research supervision, etc.) as agreed with the HoD.
- To engage in individual and/or collaborative research activity (resulting in internationally excellent publications) that is in keeping with REF criteria.
- To generate external research funding, including in collaboration with colleagues, appropriate in scale to career stage and subject area norms.
- To undertake leadership duties related to research and education appropriate to career stage and as allocated by the HoD.
- To enhance the scholarly reputation of the Department and the University by contact with the wider academic community and the dissemination of knowledge via public communication and other activities.
- To contribute expertise and knowledge to departmental and/or institutional initiatives as directed by their Head of Department.

MAIN DUTIES OF THE POST

Education

- To engage effectively in substantive teaching and learning support roles in the Department, and develop a broad understanding of how such activities contribute to high-quality student learning.
- To design, plan and deliver learning (modules, programmes of study, etc.) in creative and innovative ways appropriate to the subject area and level, taking into account department planning and priorities.
- To assess and feed back to learners (UG, PG, work-based, etc.) in evidence-informed ways appropriate to the subject and level.
- To supervise student projects, fieldwork and placements.
- To supervise postgraduate taught students appropriate for the discipline.
- To complete, within their probationary period (usually three years), a recognised higher education qualification or recognition process aligned with Descriptor 2 of the UKPSF (e.g. Fellowship of the Higher Education Academy).
- To contribute to faculty and departmental quality assurance procedures and quality enhancement initiatives to ensure that teaching and learning support meets the standards expected within a research-led university.

Research

- To develop a research agenda which pursues individual and/or collaborative research objectives and proposals of high quality that will as a minimum meet the University's expectations for future Research Exercise Framework (REF) exercises.
- In collaboration with colleagues as appropriate, identify sources of funding and contribute to the process of securing external research income appropriate to discipline norms.
- To produce research outputs for publication at acceptable levels of volume and academic excellence and disseminate the result of research and scholarship through appropriate Knowledge Exchange activities (such as at relevant national and international conferences and scholarly publications not intended for the REF).
- To contribute to generating societal impact beyond the academic sphere and to contribute to impact case studies in keeping with REF criteria.
- To supervise and mentor postgraduate research students into relevant communities of research at Essex as appropriate to the departmental context to generate meaningful connections between research and education at Essex.

Leadership and Citizenship

- To undertake leadership of specific areas of organisational activity within the department (e.g. recruitment, admissions, acting as undergraduate or postgraduate director) as may be reasonably required by the HoD.
- To play an active and constructive role in the Department and engage in activities beyond your own research and education duties, (e.g. admissions or undergraduate recruitment, etc.), as may be reasonably required by the HoD.
- To undertake peer mentoring of colleagues on the request of the HoD.
- To participate in, build and develop internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
- To engage in continuing professional development in relevant subjects/disciplines and their pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.
- To produce papers, articles, reports or other publications on aspects of professional practice as appropriate to career stage and discipline norms.
- To ensure knowledge and skills relevant to the profession are up-to-date and applied in education, research and leadership/citizenship.

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:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

UNIVERSITY OF ESSEX
PERSON SPECIFICATION

JOB TITLE: Lecturer ASER Grade 9	POST REF: REQ02587
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QUALIFICATIONS / PROFESSIONAL RECOGNITION	Essential	Desirable
■ Relevant doctoral level research degree in HRM and Employment Law, or a related discipline; or close to completion of PhD.	X	
■ Fellowship of the Higher Education Academy, or the ability to gain professional recognition at this or a higher level if appropriate.	X	

EXPERIENCE/KNOWLEDGE	Essential	Desirable
■ Proven experience in teaching at undergraduate and/or postgraduate levels, or demonstrable potential to engage in teaching and learning support in Higher Education in imaginative, engaging and innovative ways.	X	
■ Experience of designing and planning learning activities (modules, programmes of study, etc.), developing effective learning environments (face to face and/or virtual) and approaches to student support and guidance.	X	
■ Evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes.	X	
■ Sustained engagement in continuing professional development in relevant subjects/disciplines and their pedagogies, incorporating research, scholarship and the evaluation of professional practices.	X	
■ Evidence of a research agenda, engagement in high-quality research activity and a developing research profile.	X	
■ A track record of publications in internationally recognised, reputable journals (and other media of similar standing) appropriate to career stage and discipline norms.		X
■ Knowledge of quality assurance and quality enhancement for academic and professional practice.		X
■ Experience of generating income to support research and/or knowledge exchange appropriate to career stage and discipline norms.		X

SKILLS/ABILITIES	Essential	Desirable
■ A clear understanding of how students learn both generally and within your subject/disciplinary area(s) and the ability to apply your understanding to your practice.	X	
■ A commitment to the on-going evaluation of your teaching and an ability to do this effectively, with the support of others where appropriate.	X	
■ The ability to conduct and develop independent, high-quality research.	X	

■ The ability and willingness to complement and enhance the department/school's research and education strengths and areas of planned development.	X	
■ The ability and willingness to engage in impact, knowledge exchange and outreach activities.	X	
■ Strong communication skills, both written and verbal.	X	
■ An appreciation of the value of appropriate technologies and an ability and/or willingness to deploy these when relevant.		X
PROFESSIONAL VALUES	Essential	Desirable
■ A commitment to helping develop dynamic communities of research and education at the University.	X	
■ A strong and well-articulated commitment to the University's values and mission to deliver excellence in both education and research (integrated academic practice).	X	
■ A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice.	X	
■ A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice.	X	
■ An acknowledgement of the wider context in which higher education operate.	X	
■ A willingness to participate in extra-curricular departmental activities (e.g. recruitment, welcome events, employability events etc.).	X	
ELIGIBILITY	Essential	Desirable
■ The ability to meet UK 'right to work' requirements*.	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>

ADDITIONAL INFORMATION

Essex Business School

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.

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

General information

Informal enquiries may be made to Professor Philip Hancock, Head of Group (telephone: 01206 873923, e-mail: phancock@essex.ac.uk). However, all applications must be made online.

At the University of Essex we use consistent language and terminology that articulates more clearly the responsibilities for education, research and leadership/citizenship associated with each academic role. This will help new colleagues to understand the University values from the moment they engage either as an applicant or new colleague, and help them to understand the future career pathways available to them as they become more established in their role.

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

Benefits

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

This document is produced by:

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