

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.

External assessor's reports will be requested for shortlisted candidates as part of the selection process for this role. External assessors are provided with the CV only, and asked to comment on candidate's suitability for the role against the published job description and criteria. If you have any queries regarding this, please contact resourcing@essex.ac.uk

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: 3 October 2019

Interviews are planned for: 12 November 2019

Expected start date: 2 January 2020



UNIVERSITY OF ESSEX
JOB DESCRIPTION

Job Title and Grade:	Professor (ASER); Grade 11
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	On the Professorial scale, commensurate with experience and achievements
Department/Section:	Essex Business School
Responsible to:	Head of Department (HoD)
Purpose of the role:	<p>This appointment is intended to build further upon the Business School's reputation by contributing to the range of teaching offered and strengthening the research profile of the MSE Group, promoting Essex Business School as one of the premier business schools in the UK. The post-holder will also take on the additional responsibility of Director of the Master in Business and Management.</p> <p>The post-holder will be required to fully contribute to the development of the MSE group through their work in business management, and will play an important role in the development of the teaching, research, development and administration activities of the Essex Business School and the MSE Group at Southend.</p>

CONTEXT

Essex Business School is undertaking a major expansion of its teaching and research activities, and accordingly is seeking to make an additional appointment, at the Senior Lecturer, Reader or Professorial level in the field of Management (Southend Campus). This key appointment will have a vital role in enhancing the School's research profile, developing undergraduate and postgraduate teaching and supervision and extending the School's profile regionally, nationally and internationally.

The Management Science and Entrepreneurship (MSE) Group at Essex Business School has an international reputation for its leading edge research.

KEY RESPONSIBILITIES OF THE POST

- To provide strategic leadership in education, that will make a significant contribution to the development of student learning at the University.
- To build up a sustained and effective record of impact at a strategic level in relation to teaching and learning, as part of a wider commitment to academic practice.
- To make a substantial contribution to the international profile of the University through the generation of internationally excellent research, scholarship and teaching.
- To pursue research that is world leading in terms of originality, significance and rigour, in keeping with the REF criteria.
- To provide research leadership and enrich the research profile of the department/school.
- To generate substantial research income commensurate with subject area norms.

- To provide leadership in ensuring your own research and that of others in your department generates impact beyond the academic sphere in keeping with the REF criteria.
- To undertake senior leadership responsibilities as agreed with the HoD.
- To enhance the scholarly reputation of the department/school by contact with the wider academic community and the dissemination of knowledge via public communication and other activities.
- MBM Director.

MAIN DUTIES OF THE POST

Education

- To contribute actively to education provision made by the department/faculty at both undergraduate and postgraduate levels (e.g. through the development of new modules and programmes, curriculum review processes, etc.).
- To provide strategic leadership in education within the department, faculty and/or wider sector (e.g. enhancing student learning, transforming the student experience, etc.)
- To contribute to the establishment of effective organisational policies and/or strategies for supporting and promoting others (through mentoring, coaching, reward and recognition processes, etc.) in their work delivering excellent teaching and support for learning.
- To supervise an above average number of postgraduate research students and/or research staff for the discipline.
- To sustain an active commitment to, and engagement in, continuing professional development related to academic, institutional or other professional practices, and to encourage this actively in others.

Research

- To pursue world-leading and internationally excellent research activity (as understood in the context of the Research Excellence Framework).
- To provide research leadership in securing, in collaboration with colleagues as appropriate, external funding through research grants or contracts to support a well-developed and high-profile research agenda.
- To publish research outcomes of an internationally excellent standard and disseminate the results of their research in other appropriate ways.
- To generate societal impact from the results of research and contribute to impact case studies for the Research Excellence Framework.
- To supervise/manage and mentor post-doctoral researchers, research students and other staff engaged in research.
- To take an active and championing role in the development of relevant communities of research at department, faculty and University level and beyond.
- To provide leadership for major cross-departmental and inter-University research projects.

Leadership and Citizenship

- To undertake significant and strategic leadership responsibilities within the department/school in agreement with the Head of Department.
- To identify, build and develop internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
- To play a leading role in public engagement and the championing and dissemination of knowledge in relevant regional, national and international communities.
- To demonstrate an active commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices, and to encourage this actively in others.
- To ensure knowledge and skills relevant to the profession are up-to-date and applied in education and research, and that the implications of quality assurance and quality enhancement for professional practice are fully understood.

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: Professor (ASER)	POST REF: REQ02947
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QUALIFICATIONS / PROFESSIONAL RECOGNITION / TRAINING	Essential	Desirable
■ A distinguished academic record, including internationally excellent research.	X	
■ A good first degree in Management or social science specialism related to the area of the post.	X	
■ A relevant doctoral-level research degree or equivalent professional experience or practice.	X	
■ Fellowship of the Higher Education Academy or ability to gain this at an appropriate level within a defined period of appointment.	X	
EXPERIENCE/KNOWLEDGE	Essential	Desirable
■ Evidence of teaching excellence at both undergraduate and postgraduate levels appropriate to the discipline.	X	
■ A sustained record of strategic leadership in academic practice and academic development.	X	
■ A substantial record of internationally excellent, world-leading research in the field.	X	
■ A strong, sustained record of academic publication at international or world-leading levels of recognition, with evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes.	X	
■ An established record of success in securing and managing substantial research grants (appropriate to the discipline).	X	
■ Evidence of sustained and successful commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices.	X	
■ Experience of establishing effective organisational policies and/or strategies for supporting and promoting others (e.g. through mentoring, coaching, reward and recognition, etc.) in delivering excellence in research and excellence in education.		X
■ Significant professional reputation in a relevant area of professional practice, if appropriate.		X
■ Evidence of strong and impactful interactions with local/regional and/or (inter)national industrial/commercial sectors.		X
■ Evidence of substantial contribution to the development of professional and/or public policy or practice at regional, national or international levels.		X
■ Major achievement in knowledge exchange activities such as establishment of a successful spin-out company, exploitation of intellectual property rights, or leading a major consultancy activity.		X
■ Experience of curriculum design and development.	X	

<ul style="list-style-type: none"> Substantive experience in leadership and management in an academic environment. 	X	
SKILLS/ABILITIES	Essential	Desirable
<ul style="list-style-type: none"> Ability to provide academic leadership in a range of appropriate contexts (e.g. learned societies, research grants, professional associations, academic networks). 	X	
<ul style="list-style-type: none"> Strong organisational, communication and interpersonal skills. 	X	
<ul style="list-style-type: none"> A commitment to championing excellence in education evidenced by a sustained record of enhancing the student experience at institutional, and/or in (inter)national settings. 	X	
<ul style="list-style-type: none"> Ability to complement, strengthen and help direct the department/school's research and education activities. 	X	
<ul style="list-style-type: none"> An appreciation of the value of appropriate research/education technologies and an ability and/or willingness to deploy these when relevant. 		X
<ul style="list-style-type: none"> The ability to complement and strengthen the School's teaching and research activities in international business or strategy. 	X	
<ul style="list-style-type: none"> Demonstrable ability to support the teaching and learning experience of all academic colleagues in a higher education environment including working collaboratively with colleagues across the School and wider University. 	X	
PROFESSIONAL VALUES	Essential	Desirable
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> A commitment to helping develop dynamic communities of research and education at the University, through inter-disciplinary collaboration where appropriate. 	X	
<ul style="list-style-type: none"> A willingness to participate in extra curricula departmental activities (e.g. events supporting recruitment, welcome, employability). 	X	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice. 	X	
<ul style="list-style-type: none"> A commitment to supporting and/or mentoring others, especially those new to teaching/early career. 	X	
<ul style="list-style-type: none"> An acknowledgement of the wider context in which higher education operates, recognising the implication for professional practice. 	X	
ELIGIBILITY	Essential	Desirable
<ul style="list-style-type: none"> 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>

International applicants for this position may be eligible to apply for a work visa under Tier 1 exceptional talent, please see link: <https://www.gov.uk/tier-1-exceptional-talent> for further information.

ADDITIONAL INFORMATION

Essex Business School

You can find more information about the School at the following link:

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 Mehmet Demirbag, Deputy Dean (e-mail: mdemirc@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:

Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 876559
Email: resourcing@essex.ac.uk

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