

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: 14 October 2019

Interviews are planned for: 2 December 2019

Expected start date: 2 January 2020, or as soon as possible thereafter (can be discussed at interview)





UNIVERSITY OF ESSEX
JOB DESCRIPTION

Job Title and Grade:	Reader (ASER); Grade 10
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£52,560 - £59,136 per annum
Department/Section:	Essex Business School
Responsible to:	Head of Department (HoD)
Role description:	<p>Essex Business School (EBS) is seeking to make an appointment for its Southend-on-Sea campus (Management Science and Entrepreneurship Group- MSE) to extend its expertise and reputation for world-class research in International Business Management or Entrepreneurship or Operations and Supply Chain Management.</p> <p>This appointment is intended to build further upon this reputation by contributing to the range of teaching offered and strengthening the research profile of the MSE Group, promoting EBS as one of the premier business schools in the UK.</p> <p>The post-holder will be required to fully contribute to the development of the MSE group through their work in international business management, or operations and supply chain management, or entrepreneurship, 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 Lecturer, Senior Lecturer, Reader or Professorial level in the field of International Business Management, or Entrepreneurship, or Operations and Supply Chain Management for its Southend-on-Sea 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 including international business, entrepreneurship and supply chain management.

KEY RESPONSIBILITIES OF THE POST

- To contribute to the delivery of excellence in education through successful and sustained engagement in curriculum development, undergraduate and postgraduate teaching, and research supervision at both an individual and a strategic level.
- To engage in individual and/or collaborative research activity resulting in internationally excellent publications that is in keeping with REF criteria.
- To provide research leadership and engage in activities that will enhance the research profile of the Department.

- To generate research income appropriate in scale to career stage and 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 contribute to the development of the University's national and international profiles through the development and delivery of excellent education and research.

MAIN DUTIES OF THE POST

Education

- To design and deliver a broad range of innovative teaching at both undergraduate and postgraduate levels.
- To make research-led and pedagogically informed contributions to module/curriculum design and development.
- To support faculty and departmental quality assurance standards and procedures to ensure that teaching and learning support meets the standards expected within a research-led university.
- To engage in sustained and influential ways with substantive teaching and learning support roles in the department, including those which involve the organisation, leadership and/or management of specific aspects of teaching and learning provision.
- To develop a good understanding of how effective approaches to teaching and learning support make key contributions to student learning across the University.

Research

- To pursue research of internationally recognised importance and quality that will make a significant contribution to the University's submission to future Research Excellence Framework exercises, enhance the international profile of the University and contribute to the development of its own communities of research.
- To engage in a sustained, successful and influential way with high-quality research grant applications as indicated by external grading, on an upward trajectory and - where appropriate - leading collaborations with other institutions and bodies that would produce demonstrable benefit to the University.
- To publish research outputs that are rated internationally excellent, which have significant impact in their field and to disseminate their results and scholarly findings in other appropriate and meaningful ways (e.g. at relevant national and international conferences).
- To make a major contribution to public engagement and dissemination of knowledge in the wider community and generate societal impact that will contribute to Impact Case Studies for the Research Excellence Framework
- To provide leadership for the department research-strategy at sub-departmental level as directed by the HoD.
- To, supervise, manage and/or mentor an above average number of postgraduate research students and/or other staff engaged in research, as part of developing the Department's research community.
- To make a major contribution to cross-departmental and inter-University research projects.

Leadership and Citizenship

- To undertake specific, strategic or significant areas of organisational activity within the department (e.g. recruitment, admissions, acting as undergraduate or postgraduate director, research group lead) as may be reasonably required by the Head of Department.
- To undertake a senior leadership role within the department such as Director of Education or Director of Employability, responsible for a substantial portfolio and/or cross-departmental projects, identifying areas for improvement and taking action as agreed with the Head of Department.
- To develop and/or lead internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
- 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 with a particular focus on teaching are fully understood and enacted where required.

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: Reader (ASER); Grade 10	POST REF: REQ02986
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QUALIFICATIONS / PROFESSIONAL RECOGNITION	Essential	Desirable
■ A distinguished academic record, including internationally excellent research.	X	
■ A relevant doctoral-level research degree or equivalent professional experience or practice.	X	
■ Fellowship of the Higher Education Academy or the ability to gain professional recognition at this or a higher level if appropriate.	X	
■ A good first degree in Management or social science specialism related to the area of the post.	X	
EXPERIENCE/KNOWLEDGE	Essential	Desirable
■ A sustained record of effectiveness in education at both undergraduate and postgraduate levels, incorporating the organisation, leadership and/or management of specific aspects of teaching and learning provision.	X	
■ A thorough understanding of how approaches to teaching and learning support can support student learning.	X	
■ An established and internationally recognised research profile, with a well-developed future research agenda.	X	
■ An established record of success in generating external research income appropriate in scale to disciplinary norms and career stage.	X	
■ A strong track record of published academic output at international levels of recognition with demonstrable evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes.	X	
■ Successful experience of having co-ordinated, supported, supervised, managed and/or mentored others (whether individuals or teams) in relation to education, or clear potential in this area.		X
■ Evidence of impactful and wide-reaching dissemination of research to academic / other audiences, as appropriate with experience of public and community engagement.		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
■ Evidence of substantial contribution to the development of professional policy or practice at a regional, national or international level.		X
■ Significant leadership within professional practice (if relevant);		X
■ An established professional reputation in a relevant area of professional practice (if relevant).		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"> A record of 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"> The ability and willingness to complement and enhance the department/school's research and education strengths and areas of planned development. 	X	
<ul style="list-style-type: none"> Strong communication skills, both written and verbal. 	X	
<ul style="list-style-type: none"> Active commitment to the development of high-quality, innovative teaching and learning support at strategic level as well as at the individual. 	X	
<ul style="list-style-type: none"> A commitment to the on-going evaluation of their own teaching and an ability to do this effectively, with the support of others where appropriate. 	X	
<ul style="list-style-type: none"> An appreciation of the value of appropriate learning 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:

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