

## 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](http://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.

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: 21 January 2018**

**Interviews are planned for: 30 January 2018, 6 February 2018, 13 February and 14 February 2018**



**JOB DESCRIPTION – Job ref REQ00999**

<b>Job Title and Grade:</b>	Lecturer in Economics, Grade 9 or Senior Lecturer/Reader in Economics, Grade 10
<b>Contract:</b>	Permanent, full-time
<b>Hours:</b>	36 hours per week
<b>Salary:</b>	Lecturer: £39,993 - £47,722 per annum Senior Lecturer/Reader: £50,618 - £56,951 per annum  A Market Supplement is paid in addition to salary (see Additional Information below)
<b>Department/Section:</b>	Department of Economics
<b>Responsible to:</b>	Head of Department
<b>Purpose of job:</b>	To research in any area of applied or theoretical Economics. To teach Economics at the undergraduate and postgraduate level and to supervise undergraduate projects and postgraduate research. And to contribute to the effective administration of the Department.

**Duties of the Post:**

The main duties of the post will include:

1. Research in any area of applied or theoretical Economics and publish in leading international journals.
2. Active participation in departmental seminars/workshops.
3. Submission of research grant applications and any other activities which promote the research profile of the Department.
4. Teach modules in theoretical or applied Economics and provide academic support for students enrolled in those modules.
5. Supervise undergraduate and postgraduate students in their research projects, and provide pastoral support for the supervisees as needed.
6. Supervise graduate teaching assistants (if applicable).
7. Fulfil any assessment and examination duties.
8. Carry a share of administrative duties, which might include student recruitment, interviewing applicants, and sitting on Departmental committees and Boards of Examiners.
9. Any other duties as may be assigned from time to time by the Head of Economics or their nominee.

In addition to the above for appointment as **Senior Lecturer** and **Reader** the duties of the post will include:

10. Supervision of PhD students.
11. The generation of research grant income, particularly from funding organisations that pay FEC overheads.
12. Providing research support and leadership to junior colleagues in the group.
13. Take on senior administrative and management roles in the Department.
14. Publishing high-quality research in top-ranked peer-reviewed journals.



15. Demonstrate a significant research portfolio to include a well-established track record of publications in leading refereed journals, research funding from a variety of sources and capability for dissemination to different audiences for research.

***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#>

October 2017

## PERSON SPECIFICATION

<b>JOB TITLE: Lecturer, Senior Lecturer, Reader in Economics</b>
--

### Qualifications/Training

	Essential	Desirable
▪ Lecturer appointments: Have obtained a PhD in Economics or be near completion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Senior Lecturer/Reader appointments: Have obtained a PhD in Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Experience/Knowledge

<b>For appointment at all Levels:</b>	Essential	Desirable
▪ Evidence of a sophisticated research agenda in Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Potential of excellence in research in Economics as demonstrated by high-quality publication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Potential of excellence in teaching at undergraduate and/or postgraduate level as demonstrated by experience in developing teaching materials, administering and delivering teaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of teaching theoretical or applied Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrate potential to generate external funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrate evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of participation in departmental seminar/workshops	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>In addition for appointment as a Senior Lecturer/Reader:</b>	Essential	Desirable
▪ A strong record of high-quality research publications, including papers in top-ranked international journals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proven track record of raising research funds and managing research projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Proven experience of academic (teaching and learning) leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven experience of academic teaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of PhD supervision	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Skills/Abilities

<b>For appointment at all Levels:</b>	Essential	Desirable
▪ Produce and publish high-quality research	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Design, deliver and assess undergraduate and postgraduate modules, particularly in Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Contribute to the supervision of PhD students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Attract research funding through successful grant activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to be directly involved in administration and management of the Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to engage with and motivate students at undergraduate and postgraduate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ Willingness to contribute to the expansion plans of the department in relation to Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
---	-------------------------------------	--------------------------

<b>In addition for appointment as a Senior Lecturer/Reader:</b>	<b>Essential</b>	<b>Desirable</b>
▪ Management and leadership skills combined with the ability to motivate and co-ordinate other staff, whilst also working as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable ability to mentor junior colleagues	<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"/>

\* 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>

October 2017

## Additional Information

### Department

You can find more information about the department at the following link:  
[www.essex.ac.uk/economics](http://www.essex.ac.uk/economics)

### People Supporting Strategy

Please find a link to the People Supporting Strategy.

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

### General information

Informal enquiries may be made to Dr Carlos Carrillo-Tudela, Reader and Chair of the Hiring Committee (telephone: +44(0)1206873414, e-mail: [cocarr@essex.ac.uk](mailto:cocarr@essex.ac.uk)). However, all applications must be made online.

Please note that you must complete your personal details and education, research and future external funding statements via the link <https://www1.essex.ac.uk/vacancies/>. At the same time and in addition, your Job Market paper and three letters from referees must be submitted at <https://econjobmarket.org>. **You must complete the above steps; otherwise your application will be incomplete and cannot be considered by the Hiring Committee.**

### Market Supplement

The market supplement will be paid for two years in the first instance. The market rate will be reviewed annually. The supplement is also subject to satisfactory performance in the role, and this will be reviewed by the department every two years in line with the University market supplement policy.

### 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.

**This document is produced by:**

**Resourcing Team  
Human Resources  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 873521/874588  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)**