

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 (eg. 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.

We are proud to have been a Two Ticks employer since August 2008 and, as part of our commitment to this scheme, we guarantee an interview to any candidate with a disability who meets the essential criteria for the post. 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: 03 January 2017

Interviews: 20 January 2017

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



JOB DESCRIPTION – Job ref REQ00327

| | |
|--|---|
| Job Title and Grade: | Faculty Manager Grade 10 |
| Contract: | Permanent, full-time |
| Hours: | A notional minimum of 36 hours per week |
| Salary: | £49,722 - £55,999 per annum |
| Department/Section: | Faculty of Social Sciences |
| Responsible to: | Executive Dean (Social Sciences), with professional responsibility to the Registrar and Secretary |
| Reports on a day to day basis to: | Executive Dean (Social Sciences) |
| Responsible for: | Seven posts (Faculty Accountant; Faculty Financial Analyst; Faculty Executive Officer; PA/Faculty Administrator; Faculty Administrative Assistant; Faculty Publicity and Promotions Officer; and Faculty Communications Officer), currently 5.52 FTE. The post-holder also coordinates the work of the larger Social Sciences Faculty Support Team, and provides leadership for professional services teams working within departments and schools. |
| Purpose of job: | The Faculty Manager is a member of Professional Services deployed locally to lead the effective delivery of professional and administrative services within the Faculty of Social Sciences and its constituent departments, and to provide management support for the Executive Dean. The Faculty Manager supports the Executive Dean in the implementation of the University's Strategic Plan through the development and implementation of the plans and budgets of departments within the Faculty. The post-holder plays a significant role in supporting the Executive Dean, the Deputy Dean (Education) and the Deputy Dean (Postgraduate Research and Education) in co-ordinating cross-Faculty initiatives and activities. The Faculty Manager is also a key channel of communication between the Faculty and its constituent departments/schools and central Professional Services. The Faculty Manager is responsible to the Registrar and Secretary for ensuring that administrative structures and processes within the Faculty and its constituent departments/schools interact effectively with the University's Professional Services as a whole. |

Duties of the Post:

The Registrar and Secretary may, in consultation with the relevant Executive Deans and the individuals concerned, arrange for the deployment of an individual Faculty Manager to the same role in an alternative Faculty where this is in the interests of the University.

Faculty of Social Sciences

The Faculty of Social Sciences comprises: the departments of Economics, Government, Sociology and Language and Linguistics; the Centre for Psychoanalytic Studies; Essex Business School; the Institute for Social and Economic Research; and the UK Data Archive.

The Faculty boasts an outstanding international research reputation that places the University in the top four of all universities for social sciences in the UK, as confirmed by Research Excellence Framework 2014. In Politics, Essex is ranked 1st, Economics 5th, Sociology 12th and Essex Business School 24th. Two ESRC-funded centres are based in our Institute of Social and Economic Research (ISER): the Research Centre on Micro-Social Change and the UK Longitudinal Studies Centre. ISER hosts Understanding Society, the UK longitudinal study of 40,000 households, which is the largest household panel survey in the world. The ESRC Business and Local Government Data Research Centre is based in Essex Business School. In addition the UK Data Archive, also funded by the ESRC, holds the UK's largest collection of digital research data in the social sciences and humanities, providing a unified point of access to data from ESDS, the Census Programme and Secure Data Service. The University also co-hosts the National Administrative Data Research Network. The University is ranked first for receipt of funding from the ESRC.

Some 330 academic and research staff work in these Departments and Centres, who are supported by 240 administrative, technical and other staff. The Faculty hosts 5,700 students (headcount) and has an income of some £77m.

Duties of the post

Academic and financial planning

1. To support the Executive Dean in developing the plans and budgets of departments within the Faculty, working closely with Heads of Department/School, Department Managers and members of the Faculty Support Team.
2. To support the Executive Dean in monitoring Faculty and departmental performance, liaising with, and coordinating, departments/schools and relevant Professional Services and Faculty staff.
3. To provide day-to-day operational management support for the Executive Dean, including maintaining oversight of the Faculty's financial position, working closely with the Faculty Accountant.
4. To co-ordinate the approval process for the business case for new activity and initiatives, liaising with Heads of Department/School, as appropriate.
5. To be a member of the Faculty Steering Group, chaired by the Executive Dean.
6. To manage Faculty-level projects and other activities (for example Languages for All and the Q-Step Affiliate Status programme), on behalf of the Executive Dean.
7. To support the Executive Dean in planning and organising Faculty Away Days.
8. To prepare written reports for the University Steering Group as requested, which may include reports on departments that are under review and business cases for new activity, as appropriate.

Faculty administration

9. To provide leadership for Faculty-level administration including co-ordinating the work of the Faculty Support Team. This includes line-management responsibility for some members of the team (including their recruitment, induction, management, development and appraisal).
10. To provide leadership for the administrative and Professional Services teams within the Faculty's departments/schools.
11. To implement and manage administrative policies and systems that support the activities of the Faculty, coordinating with colleagues in Professional Services who are located centrally, as appropriate.
12. To keep Faculty administrative processes and support structures and requirements under review, and to make recommendations to the Executive Dean for improving their effectiveness.
13. To maintain and develop strong networks with colleagues across Professional Services to contribute to Faculty planning and to support Faculty agendas.
14. To support the Executive Dean in ensuring the effective implementation within the Faculty of all the University's policies.

Departmental support

15. To provide leadership for Professional Services teams within the Faculty, including those within departments/schools.

16. To support and advise Heads of Department/School and Department Managers on matters relating to all aspects of the operation of the departments, and their relationship with the Faculty and the wider University, based on a clear understanding of administration within the Faculty.
17. To support Heads of Department/School with the development of business plans, working with the Faculty Accountant, and liaising with other Professional Services staff as appropriate.
18. To support Heads of Department/School in preparing any departmental performance plans that may be required as a result of the University's strategic academic planning process.
19. To support Heads of Department/School in preparing cases for new/replacement academic staff for consideration by the Executive Dean, working with the Faculty Accountant and HR Manager as appropriate.
20. To review all Professional Services staff vacancies as appropriate, on behalf of the Executive Dean, and liaise with the Registrar regarding replacements.
21. To provide ad hoc support for Heads of Department/School, on behalf of the Executive Dean, in dealing with operational issues that cannot be resolved at departmental level.
22. To support the Executive Dean in ensuring effective induction for new Heads of Department/School and Department Managers.
23. To support Department Managers with the review and planning of administrative processes and structures, identifying opportunities for efficiencies and improved effectiveness, and advising on cases for new/replacement administrative staff.
24. To provide support for Department Managers in dealing with operational issues that cannot be resolved at departmental level.
25. To support Heads of Department/School in promoting the effective professional development of Department Managers, and to support Department Managers in responding to the development needs of their staff.

Communication

26. To support good communications within the Faculty including communicating Faculty and University priorities and activities and listening to and representing departmental issues.
27. To ensure good internal communication and flow of information with Heads of Department/School, Department Managers and other support staff, convening meetings with relevant staff groups as appropriate.
28. To support the Executive Dean in ensuring effective consultation across the Faculty on University- and Faculty-wide issues.

Other duties

29. To represent the Faculty's interests within the University as requested by the Executive Dean, in particular in relation to Professional Services.
30. To work effectively with the other Faculty Managers, with the Executive Dean, the Deputy Dean (Education), and the Deputy Dean (Postgraduate Research Education) to take forward cross-Faculty activities.
31. To identify and promote good and best practice across the Faculty.
32. Any other duties as may be assigned from time to time by the Executive Dean or, in consultation with the Executive Dean, by the Registrar and Secretary.

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 and do not form part of the contract of employment.

Key relationships and contacts

The Faculty Manager's key internal relationships are with: their Executive Dean, Deputy Dean (Education) and Deputy Dean (Postgraduate Research Education); Heads of Department/School and Departmental Managers; and Heads of Service and sections within Professional Services (for example the Director of Strategic Planning and Change in relation to the University's strategic planning process, the Academic Registrar and the Director of the Research and Enterprise Office).



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#>

November 2016

PERSON SPECIFICATION

| |
|---|
| JOB TITLE: Faculty Manager (Social Sciences) |
|---|

Qualifications /Training

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| ▪ A good honours degree or equivalent | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A postgraduate degree or professional qualification | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Experience/Knowledge

| | Essential | Desirable |
|--|-------------------------------------|-------------------------------------|
| ▪ A broad understanding of Higher Education | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Broad range of knowledge in areas of academic administration, finance, human resource management and IT | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Demonstrable relevant administrative experience and senior responsibilities | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Staff management experience, with a demonstrable ability to lead, motivate and manage a team of multi-disciplinary, professional staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of successful strategic planning and implementation | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Proven ability to be proactive, to solve practical and logistical problems, to prioritise tasks, meet deadlines and work independently | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of the development and implementation of policies and procedures | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Demonstrable experience of leading a successful change management process | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of leading cross-disciplinary and complex projects, services or workflows | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Demonstrable experience in engaging credibly across diverse areas of professional expertise | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Proven ability to assimilate large amounts of information from a wide variety of sources and use it to write high quality papers to inform decision making and make clear recommendations for action | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Skills/Abilities

| | Essential | Desirable |
|---|-------------------------------------|--------------------------|
| ▪ Strong leadership and people management skills, including the ability to negotiate, influence and persuade others in order to drive forward change | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Financial management skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Highly developed ability to problem solve creatively and innovatively | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to develop, plan and implement projects | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Capacity to synthesise complex ideas, analyse procedures and requirements and solve problems | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to translate complex ideas into language that is appropriate for many different audiences, and to communicate these effectively at all levels | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent interpersonal and communication skills, both written and oral | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to work effectively as a member of the team and to develop close and effective working relationships with academic and support | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



| | | |
|---|-------------------------------------|--------------------------|
| staff colleagues and with other Faculty Managers | | |
| ▪ Ability to multi-task, manage competing demands and work effectively and flexibly under pressure to achieve tasks in hand and to deadline | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Self-motivation and the ability to work alone and without supervision | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Good IT skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A strong commitment to the University Values that underpin Essex's mission and Strategic Plan | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Other

| | Essential | Desirable |
|---|-------------------------------------|--------------------------|
| ▪ Ability to meet the requirements of UK 'right to work' legislation* | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A strong sense of empathy for both academic endeavour and values and the positive contribution professional activities make to meeting University goals | <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. 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>

November 2016

ADDITIONAL INFORMATION

Department

You can find out more information about the Faculty at the following link: <http://www.essex.ac.uk/ss/>

General information

Informal enquiries may be made to Professor Sasha Roseneil, Executive Dean (Social Sciences) (telephone: 01206 872129 e-mail: s.roseneil@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy.

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

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 a 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)

No smoking policy

The University has a no smoking policy

November 2016