

## RECRUITMENT PACK

This document includes the following information:

- Duties of the post
- Person Specification
- Additional information

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### Making an application:

**Please complete the short on-line application form and attach the following 5 documents.** 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) Please include a covering letter setting out how you meet the requirements of the role as set out in the person specification.

b) Include 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. For posts with a research component, you should 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) Include 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) For posts with a research component, please include 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) For posts with a research component, applicants should also submit no more than two sides of A4 setting out their three year plan for generating external funding to support their research.

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: 31 March 2017**

**Interviews are planned for: 4 May 2017**



### JOB DESCRIPTION - REQ00470

<b>Job Title and Grade:</b>	Deputy Dean (Research), Reader or Professor
<b>Contract:</b>	Permanent, full-time
<b>Hours:</b>	A notional minimum of 36 hours per week
<b>Salary:</b>	Reader (Grade 10) £49,772 - £55,999 per annum Professorial - Grade 11 salary scale and commensurate with skills and experience
<b>Department/section:</b>	Faculty of Social Sciences and relevant department within the Faculty
<b>Responsible to:</b>	Faculty Executive Dean
<b>Purpose of the job:</b>	To provide research leadership within the Faculty and between Faculties in the University to support meeting the strategic research goals of the University.

#### Purpose of the post

The Deputy Dean (Research) for the Faculty of Social Sciences is among the principal officers of the University. This newly established position is an exciting opportunity to take on a key research leadership role for those who have the experience and ambition to support the production of world-class research in a research-intensive University ranked 19<sup>th</sup> for research excellence in REF2014. This is a pan-university role requiring the Deputy Dean (Research) to work not only within their own Faculty but with the Deputy Deans (Research) in other Faculties to promote cross-faculty collaboration and to co-ordinate major strategic research initiatives. This post will be of interest to those who may have experience of leading research initiatives, have a clear understanding and experience of the external funding environment, an understanding and experience of the impact agenda and those who have led, or played a major role in leading, the writing of REF submissions. We would welcome applications from candidates with experience of working with industry to develop innovative joint research projects and generate new funding streams.

The Deputy Dean (Research) plays a crucial role in supporting the Faculty Executive Dean to implement and achieve the University's strategic objectives for research. The Deputy Dean (Research) is line managed by and reports to the Faculty Executive Dean, while working with the PVC Research to support the effective implementation of the University's strategic research objectives. The post is a full-time appointment, with up to 0.8 FTE allocated to the Deputy Dean (Research) role and 0.2 FTE allocated for maintaining and developing their research career. There is some flexibility on the time allocation for candidates who may be committed to externally funded research projects.

Candidates may come from any disciplinary background relevant to the Faculty. See <http://www.essex.ac.uk/ss/> for details of departments within the Faculty. A successful external candidate will be appointed to a substantive post in the appropriate department within the Faculty at either Reader or Professorial level commensurate with skills and experience and will be submitted to REF2021. The successful candidate will be seconded to the Deputy Dean (Research) role for three years in the first instance and will not have teaching responsibilities during this period. On returning to a substantive role of Reader or Professor in the department, this includes the full range of academic duties including education, research, leadership and citizenship.

**When making your application please clearly indicate which Faculty you are applying to.**

### **Duties of the post - Research strategy and research objectives**

Duties of the post will include:

1. Provide research leadership within the Faculty to meet the research KPIs within the University Strategic Plan.
2. Support the Executive Dean in ensuring the effective implementation within the Faculty of the University's strategic research objectives.
3. Be a proactive member of the Faculty Steering Group, including contributing to Faculty planning in relation to the Faculty's research activities.
4. Support the development and enhancement of excellence in research within the Faculty by encouraging an active research culture that fosters and recognises the highest achievements, encourages originality and innovation and enriches the student learning experience through research.
5. Work with the PVC Research, Executive Dean, departmental Directors of Research, Heads of Departments and the Research Enterprise Office (REO) to ensure the strongest possible submissions to REF2021 including the production of 4\* publications and generating 4\* impact case studies.
6. Coordinate and facilitate the delivery of research impact within the Faculty in collaboration with departmental Directors of Impact and REO Impact Officers to raise the visibility of the Faculty's research.
7. Support the implementation of agreed strategies for improving the citations performance across the Faculty.
8. Promote research links and engagement with external organisations including with industry.
9. Liaise with departmental Directors of Research and REO on grant and contract submissions, leveraging internal peer review mechanisms to strengthen the quality of the Faculty research base and improve funding success rates.
10. Strengthen research links between departments within the Faculty, and encourage interdisciplinary research initiatives both within the Faculty and between Faculties providing leadership in the coordination, planning and delivery of large interdisciplinary funding bids.
11. In collaboration with REO capture detailed information of all research undertaken in the Faculty, identify new funding opportunities and develop strategies to significantly grow external research income.
12. Working with the PVC Research, Dean of Partnerships and REO, increase external collaborative research and knowledge exchange activity regionally, nationally and internationally with a particular focus on our partners within Eastern Arc, the Young European Research Universities Network (YERUN) and other strategic international partners.
13. In liaison with the Executive Dean, departmental Directors of Research and Heads of Department, support the development of the portfolio of research activities across the Faculty. The Deputy Dean (Research) will assist in developing research action plans that align with the University Research Strategy, work with the Faculty to deliver these plans and contribute to the Annual Planning Round and the production of the Faculty Plan.

### **University and Faculty management**

14. Represent the Faculty on relevant University-level committees, as set out in the University's Ordinances.
15. Support the development of University strategy and policy relating to research (for example serving on and/or chairing task and finish groups), working closely with the PVC - Research.
16. Chair appointments committees as required.
17. Serve on research selection committees, for example, those dealing with invitations under the International Visiting Fellows scheme.
18. Be responsible, in consultation with the Executive Dean, relevant HoD and Human Resources, for dealing with individual cases of research under-performance for staff with a research component in their contract.

### **Other duties**

19. To undertake other such duties as may be assigned from time to time by the Executive Dean or his/her nominee.
20. Upon return to a substantive role of Reader/Professor in the home department, education related duties including contributing actively to the 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.)

### **Key relationships and contacts**

The key internal relationships of the Deputy Dean (Research) are with the PVC – Research, the Executive Dean, Deputy Deans (Research) in the other Faculties, their Faculty Research Development Manager (and wider Faculty support team), the Heads of Department, departmental Directors of Research and Directors of Impact within their Faculty, the Dean of Partnerships and the Research and Enterprise Office.

***For Academic posts only: It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.***

### **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#>

**February 2017**

**PERSON SPECIFICATION**

**Deputy Dean (Research) for the Faculty of Social Sciences**

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>■ A PhD in a discipline relevant to the Faculty of Social Sciences.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ The academic standing to gain and retain academic credibility within the University's academic research community.</li> </ul>	☒	
<b>Experience/Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>■ A demonstrable research track record and expertise in a discipline relevant to one of the departments in the Faculty.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ 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.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Experience of writing and winning funding bids and successfully managing externally funded activities</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Knowledge/experience of the impact agenda and delivering research impact</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Knowledge/experience of the Research Excellence Framework process</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Knowledge/understanding of the challenges and opportunities of working across disciplines and enabling and supporting inter-disciplinary research</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Experience of working effectively with external funders, organisations and partners.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Knowledge/understanding of the issues involved in successfully integrating high-quality teaching, research, and business development activities within an academic setting.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Knowledge/understanding of policies and procedures for assuring research quality.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Evidence of teaching excellence at both undergraduate and postgraduate levels.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Experience of chairing meetings.</li> </ul>		☒
<ul style="list-style-type: none"> <li>■ Experience of working with industry to develop innovative joint research projects and generate new funding streams.</li> </ul>		☒
<b>Experience/Knowledge – in addition at Professorial level</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>■ A substantial record of internationally excellent, world-leading research in the field with demonstrable impact of research.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ A sustained record of effective strategic leadership in research, academic practice and academic development</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ An established record of success in securing and managing substantial research grants (appropriate to the discipline).</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ A commitment to championing excellence in education demonstrable through a sustained record of enhancing the quality of student learning and transforming the student experience at institutional, and/or in (inter)national settings;</li> </ul>	☒	

Skills/Abilities	Essential	Desirable
<ul style="list-style-type: none"> <li>■ Well-developed analytical and problem solving skills.</li> </ul>	☒	

Other	Essential	Desirable
<ul style="list-style-type: none"> <li>■ Ability to meet the requirements of UK 'right to work' legislation</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Excellent leadership and management skills</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ Strong communication and negotiation skills, particularly the ability to persuade and inspire academic colleagues to achieve strategic objectives by working with and through others.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ The ability to establish positive and effective working relationships with colleagues at all levels of the University.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ A strong commitment to the University's mission of delivering excellence in both education and research, and to fostering and promoting the links between these two areas of activity.</li> </ul>	☒	
<ul style="list-style-type: none"> <li>■ A strong commitment to the University Values that underpin Essex's mission and Strategic Plan.</li> </ul>	☒	

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>

**February 2017**

## ADDITIONAL INFORMATION

### General Information

**When making your application please clearly indicate which Faculty you are applying to.**

Prospective applicants may wish to contact:

Professor Sasha Roseneil, Executive Dean, Faculty of Social Sciences  
email: [s.roseneil@essex.ac.uk](mailto:s.roseneil@essex.ac.uk)

Or

Professor Heather Laurie, Pro-Vice-Chancellor (Research), email: [aurh@essex.ac.uk](mailto:aurh@essex.ac.uk)  
for information about the nature of the role. Any such consultations will form no part of the formal selection process.

The role is normally for a fixed term of 3 years, with the possibility of renewal for a further 3 year period. Office holders receive an appropriate leadership allowance of £5,000 payable as a salary supplement, or convertible for a research account (or a pro-rata mix). The allowance is only superannuable, during a second term in office. Office holders will also be entitled to an enhanced research leave entitlement.

### 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](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.

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