

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### 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 (e.g. 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.

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: 15 October 2017**

**Interviews are planned for: W/C 30 October 2017**

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**JOB DESCRIPTION – Job ref REQ00941**

<b>Job Title and Grade:</b>	Faculty Operations Manager Grade 8
<b>Contract:</b>	Permanent, Full-time
<b>Hours:</b>	A notional minimum of 36 hours per week
<b>Salary:</b>	£32,548 - £38,832 per annum
<b>Department/Section:</b>	Faculty of Social Sciences
<b>Responsible to:</b>	Faculty Manager
<b>Reports on a day to day basis to:</b>	Faculty Manager
<b>Purpose of job:</b>	<p>The Faculty Operations Manager is responsible to the Faculty Manager for supporting the management of the Faculty Team and the delivery, enhancement and development of its services. The Faculty Operations Manager is a key member of the Faculty Team and provides high quality dedicated support to the Faculty Manager, managing specific areas of work, activities, and support services. The Faculty Operations Manager also has the capacity to deputise for the Faculty Manager in their absence, as appropriate.</p> <p>The Faculty Operations Manager is expected to develop and maintain a broad range of networks across the University to support delivery of outcomes and develop key professional relationships, some of which will be external.</p>

**Duties of the Post:**

The main duties of the post will include:

1. Maintaining excellent networks with Departmental Managers (DMs) to provide high level operational and day to day support and expert advice to DMs, ensuring the dissemination of best practice and acting as a 'critical friend' as necessary. To support the Faculty Manager in the coordination the induction of DMs and Deputy DMs.
2. To provide high level project management for projects that are led by or based in the Faculty. To include management of project budgets where relevant. To be a member of the University Project Managers Network.
3. To provide high level administrative support for the Faculty Planning Process and its meetings, and support access to and understanding of data and reports held in CEDRS through Tableau. To include dedicated operational support for review/implementation group meetings established to support departments that are in review.
4. To undertake research and analysis, and interpret information, drawing on internal and external data and produce reports to support Faculty objectives and underpin decision making.
5. To act as secretary to a number of faculty-based groups and committees, including the Faculty Steering Group, Faculty Research and Impact Group, ESSEXLab Steering Group, and the Interpreting Lab Management Group, supporting the preparation of agendas, production of minutes, and follow-up of actions.
6. Under direction of the Faculty Manager to devise and co-ordinate training and development opportunities for DMs, including ensuring regular high level communications between DMs is maintained.

7. To support the Faculty Manager in the production of high level papers in support of Faculty activities.
8. To provide day to day operational supervision of tasks within the Faculty Team to ensure the delivery of Faculty priorities.
9. To provide oversight of Faculty events, coordinating the work of the Faculty Team in the delivery of internal and external events to include events to promote the profile of the Faculty, 'excellence events' for staff and students, away days and other development activities as well as support for the Executive Dean's Faculty Leadership Programme.
10. To provide operational oversight of Faculty lab facilities and related activities e.g. ESSEXLab, Interpreting Lab etc.
11. To manage the Executive Dean's strategic funding for research and education projects, from initial funding call through to final report requirements. To include communication with award holders, the Executive Dean, the Faculty Manager and Faculty Accountant.
12. To provide high level professional services co-ordination for the Q-Step Affiliate programme, working with the Q-Step Coordinator, the Faculty Manager, and academic leads and professional services teams in each affiliate department. To include project management and management of funds, promotion and event management, and supporting the Q-Step Coordinator with reporting requirements to the funder.
13. To prepare cases for fees, discounts, scholarships, etc. on behalf of the Faculty Manager, working with departments as relevant. To include internal and external research to inform the development of the case. To support scholarship administration in coordination with the Faculty Manager, Faculty Accountant, and the University's Funding Team.
14. To provide high level administrative support for processes and procedures, keeping the effectiveness of existing procedures under review and making recommendations for change. To include the development of procedures and guidelines to support implementation of new systems and processes.
15. To provide high level support with process reviews and improvement projects, as directed by the Faculty Manager, initiating and co-ordinating process reviews as needed across the Faculty, and particularly with departments in review. Providing expert leadership, advice and support to departments in delivering and maintaining a culture of constant improvement.
16. To undertake job evaluation and role benchmarking activities for the Faculty, and support Human Resources with this activity across the University, as requested.
17. To coordinate and promote activities that contributes to delivery of excellence within the Faculty Team and across the Faculty's professional services teams.
18. To deputise for the Faculty Manager, as appropriate.
19. To develop and maintain strong networks across the University for self and others in order to advance the priorities of the Faculty and in support of the effective sharing of information and communication of decisions to relevant audiences.
20. To maintain own professional development and establish and support the development of equivalent expectations within the team.
21. To undertake any other duties as may be assigned from time to time by the Faculty Manager or their nominee.

***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#>

**September 2017**

## PERSON SPECIFICATION

**JOB TITLE: Faculty Operations Manager**

### Qualifications /Training

	<b>Essential</b>	<b>Desirable</b>
▪ A good honours degree (2.1 or above) or substantial equivalent experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Project management qualification or equivalent experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Experience/Knowledge

	<b>Essential</b>	<b>Desirable</b>
▪ Administrative experience in a challenging and complex role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of project work and knowledge of good project management techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing and implementing processes and procedures and delivering effective and efficient working practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working as an effective member of a successful team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of servicing committees, groups and other meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A broad understanding of UK Higher Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in Higher Education Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing process reviews and delivery outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing budgets	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Skills/Abilities

	<b>Essential</b>	<b>Desirable</b>
▪ Highly developed organisational skills, with the ability to establish personal priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills (written and oral), including excellent written English and the ability to produce summary notes from meetings and written reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to acquire knowledge and understanding of detailed policies and procedures, analyse key performance data and other types of reports and to interpret information for different audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work accurately and with attention to detail whilst dealing with competing priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to act with discretion and to maintain confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills, including an ability to work effectively as a member of the team, and establish good working relationships, and build networks with both academic and professional services staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong sense of empathy for both the academic endeavour and values and the positive contribution professional activities make to meeting University goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An excellent level of IT literacy, proficient in Microsoft Office, particularly Word and Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A flexible approach and 'can-do' attitude; willingness to take on new tasks and projects, and undergo relevant training	<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. 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>

**September 2017**

## **Additional Information**

### **Faculty of Social Sciences**

You can find more information about the Faculty at the following link <https://www1.essex.ac.uk/ss/>

### **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 Emma Stock, Faculty Manager (telephone: 01206 874484, e-mail: [stocke@essex.ac.uk](mailto:stocke@essex.ac.uk)). However, all applications must be made online.

### **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.

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