

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. 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
- 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: 13 December 2016

Interviews are planned for: 19 January 2017



University of Essex



JOB DESCRIPTION – Job ref REQ00320

Job Title and Grade:	Lecturer in Political Science, Grade 9
Contract:	Permanent, full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£39,324 - £46,924 per annum
Department/Section:	Department of Government
Responsible to:	Head of Department of Government

Purpose of Post:

To conduct research and teaching on informal institutions and development, and topics in International Relations, Conflict Research and Political Economy. The ideal candidate will also have experience in mixed methods, for example integration field work or qualitative data with formal theory or quantitative methods. To (co-)supervise undergraduate projects, MA and PhD dissertations. In addition, the successful candidate will be expected to generate research income, to contribute to the administration and management of the Department, and to the local, regional and international profile of the Department.

Duties of the Post

For appointment as **Lecturer** the duties of the post will include:

1. Contribute to the design and teaching of undergraduate and postgraduate modules (courses in US terminology) in political science.
2. Contribute to the department's expansion strategy for new modules in political science.
3. Conduct internationally excellent research in political science and contributing to the Departments future REF submissions.
4. Supervise undergraduate research projects.
5. Supervise MA students in their research dissertations.
6. Contribute to the supervision of PhD students.
7. Obtain external research funding.
8. Provide appropriate pastoral and other support for students as needed.
9. Contribute to the successful administration and management of the Department.
10. Participate in the building of contacts internally and externally.
11. Actively participate in departmental seminars and other events.
12. Any other duties as may be assigned from time to time by the Head of the Department of Government or his/her 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.

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#>

University of Essex

PERSON SPECIFICATION

JOB TITLE: Lecturer in Political Science		
Qualifications /Training	Essential	Desirable
<ul style="list-style-type: none"> ▪ Have obtained a PhD in Political Science or allied field. 	X	
Experience/Knowledge	Essential	Desirable
<ul style="list-style-type: none"> ▪ Evidence of a sophisticated research agenda in political science. 	X	
<ul style="list-style-type: none"> ▪ Potential of excellence in research in political science as demonstrated by high-quality publications. 	X	
<ul style="list-style-type: none"> ▪ Potential of excellence in teaching at undergraduate and/or postgraduate level as demonstrated by experience in developing teaching materials, administering and delivering teaching. 	X	
<ul style="list-style-type: none"> ▪ Demonstrable potential to generate external funding. 	X	
<ul style="list-style-type: none"> ▪ Demonstrable evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes. 	X	
<ul style="list-style-type: none"> ▪ Expertise in informal institutions and development, as well as topics in International Relations, Conflict Research and Political Economy. 	X	
<ul style="list-style-type: none"> ▪ Experience in mixed methods, for example integration field work or qualitative data with formal theory or quantitative methods. 	X	
Skills/Abilities	Essential	Desirable
<ul style="list-style-type: none"> ▪ Produce and publish high-quality research. 	X	
<ul style="list-style-type: none"> ▪ Ability to engage with and motivate students at undergraduate and postgraduate level. 	X	
<ul style="list-style-type: none"> ▪ Provide teaching of high quality at undergraduate and postgraduate level in political science. 	X	
<ul style="list-style-type: none"> ▪ Design, deliver and assess undergraduate and postgraduate modules in political science. 	X	
<ul style="list-style-type: none"> ▪ Willingness to contribute to the expansion plans of the department in relation to the <i>Governance Programme</i>. 	X	
<ul style="list-style-type: none"> ▪ Design, deliver and assess undergraduate and postgraduate modules in her/his additional areas of specialisation. 		X
<ul style="list-style-type: none"> ▪ Contribute to the supervision of PhD students. 	X	
<ul style="list-style-type: none"> ▪ Attract research funding through successful grant activities. 	X	
<ul style="list-style-type: none"> ▪ Willingness to be directly involved in administration and management of the Department. 	X	
Other	Essential	Desirable
<ul style="list-style-type: none"> ▪ The ability to meet the requirements of UK 'right to work' legislation* 	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>

Additional Information

Department of Government

For more information about the department please visit our website
<http://www.essex.ac.uk/government/>

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 Professor Lawrence Ezrow, Head of Department (telephone: 01206 873770 e-mail: ezrow@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 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