

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
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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 (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.

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: 24 May 2017

Interviews are likely to be held during the week commencing 12 June 2017

Produced by:
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JOB DESCRIPTION – Job ref REQ00575

Job Title and Grade:	Department Manager, Grade 8
Contract:	Permanent, full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£32,004 - £38,183 per annum
Department/Section:	Department of Government
Responsible to:	Head of Department, with professional responsibility to the Faculty Manager
Reports on a day to day basis to:	Head of Department, with professional responsibility to the Faculty Manager
Responsible for:	Department's Professional Service Team
Purpose of job:	<p>The Department Manager provides leadership for the Professional Services Team in the Department so that it is able to make a full contribution to delivering the excellence in education and research that is the University's purpose. The Department Manager is accountable to the Head of Department. The role works closely with the Faculty Manager who has professional responsibility for all professional services support within the Faculty. The role will also work closely with the Faculty Support team and with centrally-managed professional services.</p> <p>The Manager is responsible for a large department and therefore the role is varied. The Manager delegates specific responsibilities to colleagues in their immediate Professional Services Team and the role holder remains responsible for them.</p>

Duties of the Post:
Leadership and operational management

1. As a member of the strategic leadership Team of the Department, contribute to its development and successful operation as it seeks to deliver the University Strategic Plan.
2. Lead the Professional Services Team, ensuring the effective and efficient operation of the Department in its Education and Research endeavour.
3. In partnership with the Faculty Manager, shape and develop the Professional Services support within the Department and engage in activity that enhances the effectiveness of professional services support across the Faculty, and centrally.
4. Represent the needs of the Department and of the wider departmental manager network at University level in the prioritisation, development and implementation of new projects and initiatives.
5. Manage resources, projects and innovation in a rapidly changing environment and drive effective communication and flow of information within the Department and with staff as relevant across the University.
6. Support the work and procedures of key departmental committees by providing specialist expertise and ensuring that decisions are made in an appropriate and timely manner which interfaces with university wide procedures.

7. Provide support to the Head of Department for the financial management of the Department, working with the Faculty Accountant.
8. Provide support to the Head of Department for the management of people within the Department, working with the Faculty HR Manager to access Human Resources Management expertise as required.
9. Maintain own professional development and establish and support the development of equivalent expectations within the professional services team.

Academic Services

10. Lead and manage the academic standards and quality function of the Department to include developing and setting standards for service delivery, and responsibility for the accuracy of student and course records.
11. Contribute to the review and documentation of departmental academic policies, processes and procedures, and identify opportunities to streamline and improve working practices.
12. Provide clear expertise, advice and guidance in relation to University regulations, policy and practice, and ensure compliance where appropriate.
13. Ensure provision of dedicated support to key senior academic leadership roles and develop strong partnership working with all academic staff.

Student Services

14. Contribute to the delivery of an excellent student experience through effective leadership and management of the student-facing services of the Department.
15. Ensure appropriate management of complex student cases in liaison with relevant central Professional Services teams.
16. Any other duties as may be assigned from time to time by the Head of Department 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.

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#>

PERSON SPECIFICATION – Job ref REQ00575

JOB TITLE: Department Manager

Qualifications /Training

	Essential	Desirable
▪ A degree or equivalent qualification/experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Proven, extensive and high level administrative experience in a challenging and complex role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of staff management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of the development and implementation of policies and/or procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Extensive committee servicing experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A broad understanding of Higher Education, including quality assurance mechanisms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in Higher Education administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ High level organisational and administrative skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent presentation, communication and interpersonal skills, both written and oral	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to lead and motivate a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent practical IT skills and experience of using Microsoft Office programmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to be proactive, to prioritise tasks and meet deadlines in a busy environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work independently and also as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Problem solving and analytical skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ High level numeracy skills, with experience of processing and checking large amounts of data e.g. examination marks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Impeccable standards of accuracy and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to learn independently and to master new areas of knowledge and skills rapidly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to establish good working relations with both academic and administrative staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Initiative, flexibility, tact and discretion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven financial management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of using the University's MIS software	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ Commitment to providing a high level of service to both students and University staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ A willingness to undergo further training as the nature of the job evolves	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ 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>

ADDITIONAL INFORMATION

Department of Government

You can find more information about the department at the following link:

<http://www.essex.ac.uk/government/>

General information

Informal enquiries may be made to Lawrence Ezrow, Head of Department, (telephone: 01206 873770 e-mail: ezrow@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.