

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:

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) 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. You should also 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) 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) 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) A document of no more than two sides of A4 setting out your three year plan for generating external funding to support your research.

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 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: 17 November 2017

Interviews are planned for: 31 January 2018



JOB DESCRIPTION – Job ref REQ00875

Job Title and Grade:	Lecturer in International Relations (Grade 9) or Senior Lecturer in International Relations (Grade 10)
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	Lecturer: £39,993 - £47,722 per annum Senior Lecturer: £50,618 - £56,951 per annum
Department/Section:	Department of Government
Responsible to:	Head of Department of Government
Reports on a day to day basis to:	Head of Department of Government
Purpose of job:	To conduct research and teaching in International Relations. The ideal candidate will also have a strong background in political economy. 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:

The main 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.
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 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.

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#>

August 2017

PERSON SPECIFICATION

JOB TITLE: Lecturer or Senior Lecturer in International Relations

Qualifications /Training

For appointment as a Lecturer	Essential	Desirable
<ul style="list-style-type: none"> ▪ Have obtained a PhD in Political Science or allied field (or be in the final stages of completion) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

For appointment as a Senior Lecturer	Essential	Desirable
<ul style="list-style-type: none"> ▪ Have obtained a PhD in Political Science or allied field 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

For appointment as a Lecturer or Senior Lecturer:	Essential	Desirable
<ul style="list-style-type: none"> ▪ Academic expertise in the area of International Relations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Evidence of a sophisticated research agenda in political science 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Potential of excellence in research in International Relations as demonstrated by high-quality publications 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Demonstrable potential to generate external funding 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Demonstrable evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Proven experience in teaching political science and related areas 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional requirements for Senior Lecturer:	Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience of PhD supervision 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Be able to demonstrate a significant research portfolio to include a well-established track record of high quality (ABS 3*/ 4* level) publications in leading refereed journals 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ A proven track record of raising research funds and managing research projects 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Proven experience in managing academic programmes 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Capability for dissemination of research findings to different audiences 	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

For appointment as a Lecturer or Senior Lecturer:	Essential	Desirable
<ul style="list-style-type: none"> ▪ Produce and publish high-quality research 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Ability to engage with and motivate students at undergraduate and postgraduate level 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Provide teaching of high quality at undergraduate and postgraduate level in political science 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Design, deliver and assess undergraduate and postgraduate modules in political science 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Willingness to contribute to the expansion plans of the department in relation to the Governance Programme 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Design, deliver and assess undergraduate and postgraduate modules in her/his additional areas of specialisation 	<input type="checkbox"/>	<input checked="" type="checkbox"/>



▪ Contribute to the supervision of PhD students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Attract research funding through successful grant activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to be directly involved in administration and management of the Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional requirements for Senior Lecturer:	Essential	Desirable
▪ Management and leadership skills, combined with the ability to motivate and co-ordinate other staff, whilst also working as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable ability to support the teaching and learning experience of all academic colleagues in a higher education environment	<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 willingness to be involved in extra-curricular activities within the Department e.g. open days etc.	<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. 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>

August 2017

Additional Information

Department of Government

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

<https://www1.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 873370 e-mail: ezrow@esex.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
- 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.

This document is produced by:

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