

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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 873461/873521/874588) for help.

Closing Date: 3 April 2018

Interviews are planned for: 26 April 2018









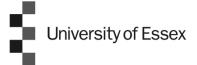












JOB DESCRIPTION - Job ref REQ01185

Job Title and Grade:	nd Grade: Catalyst Project Research Assistant		
	Grade 7		
Contract:	Fixed-term, part-time until 31/12/2018 due to a temporary funding source.		
Hours:	There are 290 contracted hours required to be completed for this post, with a specific working pattern to be agreed (see General Information).		
Salary:	£29,799 - £32,548 per annum (pro-rata for part-time)		
Department/Section:	Department of Government		
Responsible to:	Catalyst Programme Evaluation Lead		
Reports on a day to day basis to:	Catalyst Project Senior Research Officer		
Purpose of job:	The post-holder will assist with research, publication and outreach activities of the Catalyst Project Evaluation Team, who have been working with Local Authorities (Essex County Council, Suffolk County Council, Essex Fire and Rescue Services) to raise awareness of the importance of evaluation and are working to improve capacity in program and impact evaluation in local authorities. The post-holder will be expected to assist the team members when liaising with local authority organisations, scheduling online and face-to-face meetings, preparing texts for publication on the website, maintaining the project's web presence and contributing to policy briefs.		

Duties of the Post:

The main duties of the post will include:

- 1. Identifying, liaising, and coordinating contact with related local authorities and other stakeholders;
- 2. Planning visits (setting timetables, reserving tickets, drafting agendas, booking, accommodations/venues);
- 3. Contributing to policy briefs circulated to Parliamentary Offices and news outlets; supporting the Evaluation team with organisation of research dissemination events, workshops and stakeholder events where required;
- 4. Contributing to the project's social media presence (tweets, web announcements);
- 5. Any other duties as may be assigned from time to time by the Catalyst Project Evaluation Lead or their nominee.

Any other duties as may be assigned from time to time by the Head of 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.

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#

March 2018



PERSON SPECIFICATION

JOB TITLE: Catalyst Project Research Assistant	

Qualifications/Training

		Essential	Desirable
•	A degree (BA, BSc or equivalent) in a relevant social science or	\boxtimes	
	quantitative discipline, or equivalent experience		Ш

Experience/Knowledge

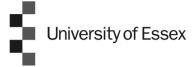
		Essential	Desirable
•	Experience in liaising with organisations and stakeholders	\boxtimes	
•	Experience in working with government or local authorities and stakeholders		
•	Experience of using Microsoft Office software for emailing, calendar planning, minute taking, drafting agendas and presenting information	\boxtimes	
•	Experience of arranging travel and accommodation for others	\boxtimes	
-	Awareness of how central/local government authorities work		\boxtimes
•	Experience of maintaining media presence (Twitter, web, announcements) and authoring newsletters for various audiences	\boxtimes	
•	Experience of writing policy briefs for Parliamentary Offices and News outlets		\boxtimes

Skills/Abilities

	Essential	Desirable
 Excellent standards of written and spoken English 	\boxtimes	
 The ability to communicate clearly and coherently to a variety of audiences 	\boxtimes	
 IT skills and familiarity with Windows-based software, and online teaching software (Moodle) 	\boxtimes	
 Ability to work well within a team and collaborate with both internal and external stakeholders 	\boxtimes	
Good interpersonal, communication and general management skills		
An independent research reputation, within a relevant field	\boxtimes	
 Excellent time management and prioritisation skills 	\boxtimes	
 Proven ability to produce high quality work within deadlines with minimal supervision 	\boxtimes	
Excellent attention to detail	\boxtimes	

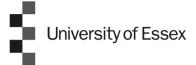
<u>Other</u>

	Essential	Desirable
Ability to meet the requirements of UK 'right to work' legislation*	\boxtimes	
 An interest in public policy and evaluation issues. 		\boxtimes



* 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

March 2018



ADDITIONAL INFORMATION

Department of Government / Catalyst Programme Evaluation

You can find more information about the department at the following links: http://www.essex.ac.uk/research/catalyst/default.aspx and http://www.essex.ac.uk/government/

People Supporting Strategy

Please find a link to the People Supporting Strategy following: https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf

General information

There are 290 contracted hours required to be completed for this post, with a specific working pattern to be agreed. It is anticipated that the post-holder will be required to work a mixture of half days and full days totaling the equivalent of approximately 80 working days.

Whilst the working pattern may vary from time to time to meet the requirements of the project, the post-holder will be paid a fixed monthly salary dividing up the total contracted hours by the duration of the appointment.

Informal enquiries may be made to Kakia Chatsiou, Senior Research Officer (telephone: 01206 872507, e-mail: achats@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 <u>www.wivenhoeparkdaynursery.co.uk</u>
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

This document is produced by:

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