

RECRUITMENT PACK

This document includes the following information:

- Job Description
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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 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:	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 quantitative discipline, or equivalent experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

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

Skills/Abilities

	Essential	Desirable
▪ Excellent standards of written and spoken English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to communicate clearly and coherently to a variety of audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ IT skills and familiarity with Windows-based software, and online teaching software (Moodle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work well within a team and collaborate with both internal and external stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good interpersonal, communication and general management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An independent research reputation, within a relevant field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent time management and prioritisation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to produce high quality work within deadlines with minimal supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent attention to detail	<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"/>
▪ An interest in public policy and evaluation issues.	<input type="checkbox"/>	<input checked="" 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>

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 Kikia 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 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)

This document is produced by:

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