

RECRUITMENT PACK

This document includes the following information:

- Job Description
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Making an application ****INTERNAL CANDIDATES ONLY****:

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 (01206-874588/873521) for help.

Closing Date: 1 October 2017

Interviews are planned for: 18 October 2017

Produced by:
Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk



JOB DESCRIPTION – Job ref REQ00908

Job Title and Grade:	Department Manager Grade 8
Contract:	Fixed-term, Full-time From 2 January 2018 until 21 December 2018 in order to provide cover for a permanent member of staff who is absent from work on maternity leave (see General Information)
Hours:	A notional minimum of 36 hours per week
Salary:	£32,548 - £38,832 per annum
Department/Section:	Sociology
Responsible to:	Head of Department (working when required with the Faculty Manager)
Responsible for:	Department Professional Services Team
Purpose of job:	<p>The Department Manager provides leadership for the Professional Services Team in their 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. Department Managers are accountable to the Head of Department (HoD) and work very closely with the Head, and as required with the Faculty Manager, Faculty Support Team and members of Central Professional Services to discharge their responsibilities.</p> <p>The role is varied and the precise nature of the duties will reflect local requirements. Holders of the role may delegate specific responsibilities to colleagues in their immediate Professional Services Team. Where activities are delegated the role holder remains responsible for them. Individual tasks are detailed in the role Handbook.</p>

Duties of the Post:

Responsibilities

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 consultation with the HoD and the Faculty Support Team, shape and develop the Professional Services support within the Department and inform the development of central Professional Services.
4. Act on behalf of the broader Department Manager network to represent the Department perspective on University initiatives.

5. Manage resources, projects and innovation in a rapidly changing environment.
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.

Academic Services

7. Manage the quality assurance processes of the Department related to the successful delivery of the curriculum and student learning.
8. Contribute to the review and documentation of departmental academic policies, processes and procedures, and identify opportunities to streamline and improve working practices.
9. Provide clear expertise, advice and guidance in relation to University regulations, policy and practice, and ensure compliance where appropriate.

Student Services

10. Contribute to the delivery of an excellent student experience through effective management and development of the student-facing services of the Department.
11. Co-ordinate support for the academic leads for key administrative areas.
12. Ensure efficient management of complex student cases in liaison with relevant central Professional Services teams.

Resources Management

13. In partnership with the HoD, provide support for the financial management of the Department, liaising with the Faculty team as necessary.
14. In partnership with the HR Manager provide support for human resource management within the Department.
15. Work with the Head to manage the Department space and other resources within approved budgets and allocations, and in accordance with the University's financial regulations and other relevant regulations and policies.
16. Work with the Head and the HR Manager to ensure that all aspects of the Department's HR activities are managed within the University's HR and equal opportunities policies.

Any other duties as determined from time to time by the Head of Department 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#>

September 2017

PERSON SPECIFICATION

JOB TITLE: Department Manager

Qualifications/Training

	Essential	Desirable
▪ A good first 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"/>
▪ 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
▪ Can meet the requirements of the UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to providing a high level of service to both students and University staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A flexible approach and 'can-do' attitude; willingness to take on new tasks and projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A willingness to undergo further training as the nature of the job changes and develops	<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>

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Additional Information

Department of Sociology

You can find more information about the department at the following link www.essex.ac.uk/sociology

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

We are in the top 25 sociology departments in the world and top-rated in the UK for the quality of our research. We embed our innovative and sometimes controversial research into both our undergraduate and postgraduate courses, linking theory with evidence. In addition to the Department Manager, the Department currently has 5 administrative staff in the General Office and a Student Support Services Officer based in our Student Resource Centre. We also have two part-time administrators assisting with research administration who work separately to the main office. The Department is expanding but there are currently around 33 academic staff members and 2 Research Officers. The Department has nearly 500 undergraduate students, just over 80 postgraduate taught students and around 70 postgraduate research students. The Department has an active Sociology Society run by students for students and a vibrant weekly seminar series during term time that is open to both staff and students.

Informal enquiries may be made to Camilla Thomsen, Department Manager (telephone: 01206 873055 e-mail: cthomsj@essex.ac.uk). However, all applications must be made online.

This appointment is for a fixed-term starting from 2 January 2018 until 21 December 2018 in order to provide cover for a permanent member of staff who is absent from work on maternity leave. This will provide an excellent secondment opportunity for an internal candidate.

You should note that should the permanent member of staff choose to return to her post earlier than the end date of this contract then a notice period of 1 month, instead of 3 months, shall apply to the ending of this appointment.

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.