

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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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 (01206-874588/873521/873461) for help.

**Closing Date: 24 January 2018**

**Interviews are planned for: 15 February 2018 (amended from 16 February 2018)**

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## JOB DESCRIPTION – Job ref REQ01056

<b>Job Title and Grade:</b>	Executive Officer / Project Administrator Grade 6
<b>Contract:</b>	Fixed-term, part-time until August 2018 as the post has been established to deliver a specific project which is finite in nature.  It is expected that the post holder will start from 01 March 2018 or soon after.
<b>Hours:</b>	18 hours per week (see General Information)
<b>Salary:</b>	£25,728 - £28,936 per annum (pro-rata for part-time)
<b>Department/Section:</b>	Department of Sociology
<b>Responsible to:</b>	Principal Investigator, Project Coordinator

### Duties of the post

The Project Administrator will be a key member of a team assisting Dr. Neli Demireva in her project **“GEMM: Growth, Equal Opportunities, Migration and Markets” (as part of the Horizon 2020 programme of the European Commission, “EURO-2-2014: The European growth agenda Research and Innovation action 4: Migration, prosperity and growth”)**. This project addresses the challenges and barriers that European countries face in managing the mobility of persons to realize competitiveness and growth.

The post holder will be responsible for managing all administrative aspects of the Project. This includes responsibility for organising and coordinating its internal and external-facing activities, its communications as well as providing support for the Coordinator. Working with Dr Demireva, candidates for this post will have the commitment to contribute to the development and success of the Project. They will be able to work autonomously and take responsibility and coordinate key areas of activity.

This post provides an exciting opportunity to be a key member of a team establishing a major research initiative. The project is an international collaboration (led by Dr Neli Demireva at University of Essex), with participants from Nuffield college, Oxford (Prof. Anthony Heath), University of Utrecht (Dr. Bram Lancee), WZB (Prof. Ruud Koopmans), University Milano-Bicocca (Dr. Giovanna Fullin, Dr. Ivana Fellini), Universidad Carlos III de Madrid (Prof. Javier Polavieja), University of Oslo (Prof. Gunn Birkelund), The New Europe Centre for Regional Studies (Dr. Syika Kovacheva), and the Center for Urban and Regional Sociology.

### Duties of the Post:

The duties of this post are wide ranging; however, the demands are linked to different reporting cycles within the project. The main duties of the post will include:

1. To work with and support the Project Coordinator, Dr. Neli Demireva.
2. To liaise with the project funding body in a timely and professional manner, thus maintaining our professional profile within this arena.
3. Arranging internal and external project meetings, liaising with the EU to arrange mid-term review meetings, agenda preparation, managing attendee lists, travel planning and logistics.
4. Project dissemination and website content management.
5. Dealing with and responding to a range of partner queries, from administrative changes and contractual issues, to financial queries.

6. Monitoring of Technical, Financial, Deliverable and Milestone reporting, management and submission of reports, ensuring that these are submitted on time to the EU via the participant portal. Assisting in the formatting of the reports to prepare them for dissemination.
7. Face to face, email and telephone contact with consortium members for any administrative, project planning, project delivery and financial queries they may have throughout the lifetime of the project.
8. Support to Coordinator in liaising with the European Commission to report on project delivery, responding to any EU requests received in a timely and professional manner.
9. To process financial claims from partner organisations, reviewing levels of detail against a standard template.
10. Provision of support to Coordinator for financial reporting to the EU, point of contact to partners for all financial queries, duties include collating and checking partner Financial Form C's providing instructions and assistance for their completion. Preparation of Essex University financial claims for authorisation by the Coordinator, liaising with the REO post-award office about submissions to the EU.

Other responsibilities include:

11. Regularly contacting partners to ensure that dissemination activities are recorded and uploading these activities to the EU participant portal. Project website maintenance, ensuring that the private partner area of the website is maintained. Monthly news and event activity uploads.
12. To take a lead in Work Packages of projects involving dissemination activities; organising events, developing websites and promotional material, etc.
13. Travel to consortium meetings, main duties include; minute taking and presenting of the financial and administrative requirements of the European Commission to the consortium.
14. To provide support for the preparation of new proposals by liaising with potential partners, collating contact and legal details and to pursue partners to provide relevant input in a timely manner.
15. Any other such duties as may be assigned from time to time by the Project Coordinator.

***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#>

December 2017

## PERSON SPECIFICATION

**JOB TITLE: Executive Officer / Project Administrator**

Qualifications/Training	Essential	Desirable
▪ Educational qualifications to A-level standard (or equivalent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Business Administration qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge	Essential	Desirable
▪ Experience of financial management including preparation of budgets, accounts and financial reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working as a senior administrator in any context	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in establishing and maintaining systems for managing files and records	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of supporting meetings and taking minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of Microsoft Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience with liaising with businesses and/or other organisations or in another external facing role	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience with preparing reports and/or promotional materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of organising and managing events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience with EU funded projects management or coordination experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities	Essential	Desirable
▪ Excellent interpersonal, communication and management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good numeracy and literacy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ High personal integrity, with the ability to maintain the confidentiality of personal data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to produce high quality work within deadlines with excellent attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Self-motivation, initiative, and ability to work independently	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An ability to work well with others and meet the diverse needs of a variety of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to manage a diverse workload and competing priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ IT skills and familiarity with Windows-based software and spreadsheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work independently	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other	Essential	Desirable
▪ Ability to meet the requirements of the 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 Sociology**

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

<https://www.essex.ac.uk/sociology/>

We are in the top 25 Sociology departments in the world and top-rated in the UK for the quality of our research.

### **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 Dr Neli Demireva, Principal Investigator (e-mail: [nvdem@essex.ac.uk](mailto:nvdem@essex.ac.uk)). However, all applications must be made online.

Expected working pattern is as follows:

18 HOURS PER WEEK – Tuesday, Thursday and Friday, but there can be some flexibility.

### **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](http://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.

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