

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 AccessAble 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 876559) for help.

Closing Date: 22 September 2019

Interviews are planned for: To be confirmed

Expected Start Date: As soon as possible after interviews



JOB DESCRIPTION – Job ref REQ03042

Job Title and Grade:	Communications, Engagement and Training Co-ordinator Grade 4
Contract:	Fixed-term, full-time until 31/03/2021. The post is fixed-term due to funding
Hours:	36 hours per week
Salary:	£19,613 - £22,417 per annum
Department/Section:	UK Data Archive
Responsible to:	Director of Communications and Engagement
Reports on a day to day basis to:	Marketing and Communications Manager
Purpose of job:	The post holder provides co-ordination and administrative support to enable multi-channel communications and engagement across the Archive and Service, including social media, web content, print production, promotional materials and all other communication channels. A key part of this role within the Communications and Engagement team is to provide support to deliver training and events. The role coordinates training and engagement across the UK Data Archive, such as logistics, training material printing and promotional activities and collaboratively works across teams at Essex and with the training team at the University of Manchester.

Duties of the Post:

The main duties of the post will include:

1. Co-ordinate events communication across the UK Data Service and contribute to the design, production and maintenance of other communication channels especially Social media, web, print and promotional materials.
2. Monitor and review training and communication event materials and restock Manchester and Essex, including liaising with communications staff to reprint materials where necessary.
3. Co-ordinate and triaging the Communications mailbox and online workflow system.
4. Coordinate training activities organised from Essex, working closely with administrative staff from the Resource Management, Data Access, and User Services sections and with the training team at Manchester. This includes organising logistics for all events (presentations, conferences, workshops, demonstrations and so on), liaising with presenters regarding instructions for attendees, providing administrative support, finding and booking event rooms, setting up presentations, and preparing materials.
5. Update Comms Events activity calendar whenever new activities are scheduled and communicate this monthly.
6. Co-ordinate and support the triage for the Secure Lab training applications, co-ordinating and liaising closely with User Service and Access teams and the wider UK Data Service training team in Manchester and Essex to ensure smooth operations.

7. Carrying out desk research across partner organisations and communication channels to collate and present figures and other impact information for quarterly, annual and ad hoc reports. Especially social media.
8. Provide cover for the UK Data Service email and telephone helpdesks, triaging, answering and resolving queries where appropriate and referring others to relevant members of staff. Covering the UKDA reception desk if required.
9. Following specialist-training, assist in the administration of access to the UK Data Service onsite Safe Room.
10. Be familiar with basic security needs; understand the importance of accurate record keeping; and adhere to University procedures and UK Data Service procedures.
11. Participate in projects and represent the section at meetings, as appropriate; actively contribute to information exchange within the section and between other sections and service partners as appropriate.

Any other duties required by the Director or his 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:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>



PERSON SPECIFICATION

JOB TITLE: Communications, Engagement and Training Co-ordinator

Qualifications/Training

	Essential	Desirable
▪ Educated to GCSE (grade A-C) level or equivalent in English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Evidence of, or qualifications, demonstrating a high level of competency in the use of Microsoft Word, Excel and Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Administrative experience, including working in a fast-paced environment where a high level of accuracy and meticulous attention to detail were essential	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Previous experience of working in a communications team	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of organising and promoting events and logistics across multiple communications channels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working within a team, with a team-focussed attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience and ability to assimilate information including resources/information and understanding the context of these	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing a helpdesk and/ or reception	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent organisational and administrative skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work independently with minimal supervision, managing a range of varied tasks and dealing effectively with multiple priorities/deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A flexible approach to work and a willingness to assist with additional work/cover (e.g. during busy times in other sections of the administration and to cover during absence)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal and effective communications skills combined with a calm manner under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good analytical skills and experience in creating simple reports from desk research, social media and google analytics	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of 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

UK Data Archive

You can find more information about the department at the following link: <https://www.data-archive.ac.uk/>

General information

Informal enquiries may be made to Annette Pasotti or Fiona Lemon, Marketing and Communications Manager telephone: 01206 872009 / 2016, e-mail: flemon@essex.ac.uk / anneb@essex.ac.uk). However, all applications must be made online.

Staff Vetting Procedures for Government Contracts:

The University of Essex has Government contracts, some of which require it to access Government systems, information or data. We have a duty to protect these assets and this obligation extends to our employees.

Due to the nature of the work, applicants who are offered employment in this role will be subject to a vetting procedure before the appointment is confirmed to enable the University to verify the following for the successful candidate:

- Identity
- Employment history (for a minimum of the past 3 years)
- Nationality and immigration status
- Criminal Record (unspent convictions only)

Criminal Record Disclosure Checks:

We encourage all applicants to provide details of warnings, reprimands, cautions or unspent criminal convictions at an early stage in the application process. Should you wish to declare such information, please email the Resourcing Team in confidence, (resourcing@essex.ac.uk) attaching brief details, or alternatively post details to the Resourcing Manager, Human Resources, University of Essex, Wivenhoe Park, Colchester CO4 3SQ. This information is seen only by those directly involved in the recruitment process.

Should you be appointed to this post you will be asked to make an application for a basic Disclosure and Barring Service (DBS) check to get a copy of your criminal record. This is called 'basic disclosure'. This only asks about unspent convictions. More information about the process can be at <https://www.gov.uk/request-copy-criminal-record> .

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background to your offence. A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website: <https://www.essex.ac.uk/staff/recruiting-staff/recruitment-of-ex-offenders-and-disclosure-and-barring-service>

People Supporting Strategy

Please find a link to the People Supporting Strategy below:
<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

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
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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