

## 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](http://DisabledGo.com) 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: 8 April 2018

Interviews are planned for: 16 April 2018

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University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

JOB DESCRIPTION – REQ01196

<b>Job Title and Grade:</b>	Conference Reception Team Leader
<b>Contract:</b>	Fixed-term. This post is fixed-term from 11 June 2018 to 21 September 2018 This post is fixed-term because it has been created to satisfy a short-term need.
<b>Hours:</b>	Up to 38 hours per week, working 5 days out of 7 on a shift basis including early mornings, late evenings and weekends.
<b>Salary:</b>	£8.25 per hour
<b>Department/Section:</b>	UECS - Event Essex
<b>Responsible to:</b>	Conference Office and Events Manager
<b>Reports on a day to day basis to:</b>	Event and Operations Supervisor
<b>Responsible for:</b>	Shared responsibility for five Conference Receptionists
<b>Purpose of job:</b>	Assisting the Event Essex Team with the day to day running of the Conference Reception and delivery of events.

**Duties of the Post:**

The main duties of the post will include:

1. Shift supervision of a small team of temporary reception staff
2. Assisting with group interviews and selection of Conference Receptionists
3. The day to day running of the Conference Reception Office
4. Working effectively with the Services Co-ordinator to ensure that all client requirements are met
5. Set up and set down of conference reception
6. Cash handling, reconciliation and banking of the reception till and visa machine
7. Planning and managing the work rota including weekly payroll
8. Collection, issue and control of accommodation keys
9. Maintaining accurate records, for example, daily task lists, client requests, messages, managing delegate registration and check-out
10. Checking, ordering and maintaining supplies e.g. stationery, equipment, hospitality sachets, phone cards
11. Any other duties as may be assigned from time to time by the Event Essex Conference Office and Events Manager or their nominee.



University of Essex Campus Services Limited

**University of Essex Campus Services Limited**  
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[www.essex.ac.uk/uecs](http://www.essex.ac.uk/uecs)

***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: Conference Reception Team Leader**

### Experience/Knowledge

	Essential	Desirable
▪ Experience of working in a hospitality industry and dealing with the public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of staff supervision and recruitment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of high customer care standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of cash handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of dealing with international clients	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
▪ The ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to deal effectively with multiple priorities so as to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to plan and organise own workload and that of others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to communicate effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Clerical skills including PC literacy using Windows, particularly Word and Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Passion for excellence in customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Other

	Essential	Desirable
▪ The ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Awareness of a higher educational environment	<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

**University of Essex Campus Services Limited**

ADDITIONAL INFORMATION

**UECS – Event Essex**

You can find more information about the department at the following link: [www.eventessex.ac.uk](http://www.eventessex.ac.uk)

**General information**

Informal enquiries may be made to Elisa Aylott, Conference Office and Events Manager (telephone: 01206 872370 e-mail: [e.aylott@essex.ac.uk](mailto:e.aylott@essex.ac.uk) ). However, all applications must be made online.

**Benefits**

▪ <b>competitive salaries</b>	▪ <b>training and development</b>
▪ <b>childcare facilities/vouchers</b>	▪ <b>generous holiday scheme</b>

**Campus Services will focus on 5 core principles:**

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

**Campus Services**

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Print Essex and Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

**Accommodation Essex**

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link <http://www.essex.ac.uk/accommodation/>

### **Essex Sport**

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million Evolve gym and fitness rooms. At the Southend Campus there is the Evolve Gym and a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

### **Wivenhoe House Hotel**

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

### **Essex Food**

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

### **Event Essex**

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

### **Print Essex**

Print Essex provides a high quality design, copy and print service at competitive prices to all users, both on and off campus.

### **Wivenhoe Park Day Nursery**

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

### **everythingEssex**

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus or on-line at <http://www.essex.ac.uk/everythingessex/>

Further information on Campus Services can be found via [www.essex.ac.uk/uecs](http://www.essex.ac.uk/uecs).

### **University of Essex Campus Services Limited**

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

### **The University of Essex – a profile**

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 10,000 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into four faculties – Humanities, Science and Health and Social Sciences.