**RECRUITMENT PACK**

**This document includes the following information:**

* Job Description
* Person Specification
* Additional information

**Making an application:**

**Please complete the short on-line application form and attach the following 3 documents:**

a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.

b) A full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development.

c) An education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.

Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

External assessor’s reports will be requested for shortlisted candidates as part of the selection process for this role. External assessors are provided with the CV only, and asked to comment on candidate’s suitability for the role against the published job description and criteria. If you have any queries regarding this, please contact resourcing@essex.ac.uk

**We recommend that you take a copy of this recruitment pack to help with your preparation.**

**Our commitment to Equality, Diversity and Inclusion**

The [diversity of our community](https://www.essex.ac.uk/jobs/diversity) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

We recognise the value that diversity brings and so we want to recruit, develop, retain and motivate an increasingly diverse workforce. We also want to attract people who will be good citizens, who will contribute to the life of the University and whose behaviour will have a positive impact on those around them.

Our [Strategy](https://www.essex.ac.uk/governance-and-strategy/university-strategy/people) sets out how we will do this through the delivery of a fair and supportive working environment for all.

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](https://www.accessable.co.uk/) 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:**

**Interviews are planned for:**

**Expected start date:**

**university of ESsex**

JOB DESCRIPTION

|  |  |
| --- | --- |
| **Job Title and Grade:**  | Professor (ASE); Grade 11 |
| **Contract:**  |  |
| **Hours:**  |  |
| **Salary:**  | On the Professorial scale, commensurate with experience and achievements.  |
| **Department/Section:**  | . |
| **Responsible to:**  | Head of Department (HoD) |
| **Purpose of the role:** | *[to be added by the department for each specific recruitment campaign]* |

Context

*Use this space to describe the department/school/section context*. *Include any additional information about the role that applicants need to be aware of when applying.*

Key RESPONSIBILITIES of the Post

* To provide strategic leadership in education and professional practice and enrich the profile of the department/school and faculty.
* To make a substantial contribution to the international profile of the University through the generation of internationally excellent education, scholarship and professional practice.
* To provide leadership in ensuring your pedagogic and practitioner research and that of others in your department generates impact beyond the academic sphere.
* To undertake senior leadership responsibilities as agreed with the Head of Department.
* To enhance the scholarly reputation of the department/school by contact with the wider academic community and the dissemination of knowledge via public communication and other activities.

*Use this space to include any additional responsibilities*

main duties of the Post

**Education**

* To make a significant contribution to the education provision made by the department/faculty at both undergraduate and postgraduate levels (e.g. through the development of new modules and programmes, curriculum review processes, etc.).
* To champion an integrated approach to academic practice within the University and/or externally.
* To engage in successful, strategic leadership to enhance education (e.g. enhancing student learning, transforming the student experience, etc.) at the University and beyond.
* To contribute to the establishment of effective organisational policies and/or strategies for supporting and promoting others (through mentoring, coaching, reward and recognition processes, etc.) in their work delivering excellent teaching and support for learning.
* To supervise an above average number of postgraduate research students and/or research staff for the discipline
* To sustain an active commitment to, and engagement in, continuing professional development related to academic, institutional or other professional practices, and to encourage this actively in others.

*Use this space to include any additional duties*

**Leadership and Citizenship**

* To undertake significant and strategic leadership responsibilities and academic leadership roles within the department/school in agreement with the HoD.
* To identify, develop and grow internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
* To play a leading role in public engagement and the championing and dissemination of knowledge in relevant regional, national and international communities to effect change.
* To demonstrate an active commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices, and to encourage this actively in others.
* To ensure knowledge and skills relevant to the profession are up-to-date and applied in education and research, and that the implications of quality assurance and quality enhancement for professional practice with a particular focus on teaching are fully understood.

*Use this space to include any additional duties*

**Scholarship and Professional Practice**

* To engage actively in reflective practice and continuing professional development in relevant subjects/disciplines and your pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.
* To make a significant contribution to your individual field of expertise at an international level.
* To continue excellence in professional practice.
* To lead knowledge exchange activities such as chairing national policy committees, collaborating with external organisations or leading relevant external national and international networks.
* To produce significant scholarly publications which are critical, reflective and evaluative of teaching, and which advance our ideas on how a subject should be taught.
* To disseminate best education practices and academic scholarship both within and outside the organisation; and to present papers at conferences both nationally and internationally.
* To identify, lead and secure bids for funding to support teaching and scholarship at departmental or institutional level.

*Use this space to include any additional duties*

*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 our [website](https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract).

**University of Essex**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **JOB TITLE:** Professor (ASE) | **POST REF: xxxxx** |

|  |  |  |
| --- | --- | --- |
| Qualifications / PROFESSIONAL RECOGNITION / training | **Essential** | **Desirable** |
| * A distinguished academic record, including internationally excellent pedagogic research, or equivalent professional experience or practice.
 | X |  |
| * Appropriate markers of academic esteem and credibility, and/or professional recognition. *[To be Identified for each role]*
 | X |  |
| * A relevant doctoral-level research degree or equivalent professional experience or practice
 | X |  |
| * Fellowship of the Higher Education Academy or the ability to gain professional recognition at this or a higher level if appropriate.
 | X |  |
| * *[Additional requirements can be added here]*
 |  |  |
| Experience/Knowledge | **Essential** | **Desirable** |
| * Evidence of teaching excellence at both undergraduate and postgraduate levels.
 | X |  |
| * An established record of success in securing bids for funding as appropriate to career stage and discipline norms.
 | X |  |
| * A strong and sustained record of strategic leadership in academic practice and academic development.
 | X |  |
| * Significant experience of establishing organisational policies and/or strategies for supporting and promoting others (e.g. through mentoring, coaching, reward and recognition, etc.) in delivering excellence in research and excellence in education.
 |  X |  |
| * Evidence of substantial contribution to the development of professional and/or public policy or practice at regional, national or international levels.
 | X |  |
| * Evidence of sustained and successful commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices.
 | X |  |
| * Major achievement in knowledge exchange activities, exploitation of intellectual property rights, or leading a major consultancy activity.
 |  | X |
| * Significant professional reputation in a relevant area of professional practice, if appropriate.
 |  | X |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| Skills/Abilities | **Essential** | **Desirable** |
| * A record of academic leadership in a range of appropriate contexts (e.g. learned societies, professional associations, and academic networks).
 | X |  |
| * Strong organisational, communication and interpersonal skills.
 | X |  |
| * A commitment to championing excellence in education demonstrable through a sustained record of enhancing the quality of student learning and transforming the student experience at institutional, and/or in (inter)national settings.
 | X |  |
| * Ability to complement, strengthen and help direct the department/school’s research and education activities.
 | X |  |
| * Evidence of strong and impactful interactions with local/regional and/or (inter)national industrial/commercial sectors.
 |  | X |
| * Evidence of substantial contribution to the development of professional and/or public policy or practice at regional, national or international levels.
 |  | X |
| * An appreciation of the value of appropriate research/education technologies and an ability and/or willingness to deploy these when relevant.
 |  | X |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| PROFESSIONAL VALUES | **Essential** | **Desirable** |
| * A commitment to helping develop dynamic communities of research and education at the University.
 | X |  |
| * A strong and well-articulated commitment to the University’s values and mission to deliver excellence in both education and research (integrated academic practice).
 | X |  |
| * A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice.
 | X |  |
| * A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice.
 | X |  |
| * An acknowledgement of the wider context in which higher education operate.
 | X |  |
| * A willingness to participate in extra curricula departmental activities (e.g. supporting recruitment, welcome and employability).
 | X |  |
| * To be committed to sustainable education practice as defined in the University’s Sustainability Sub-Strategy and our goal of achieving net zero by 2035.
 | X |  |
| * *[Additional requirements can be added here]*
 |  |  |
| ELIGIBILITY | **Essential** | **Desirable** |
| * The ability to meet UK ‘right to work’ requirements.\*
 | X |  |
| * *[Additional requirements can be added here]*
 |  |  |

\* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure 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. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

**ADDITIONAL INFORMATION**

**Department**

You can find more information about the department on our website:

*Add link in here*

**Our Strategy**

Please find a link to our Strategy webpages below:

<https://www.essex.ac.uk/about/university-strategy>

**General information**

Informal enquiries may be made to <Name>, <Job Title> (telephone: XXXX XXXXX e-mail: XXXXX@essex.ac.uk). However, all applications must be made online.

At the University of Essex we use consistent language and terminology that articulates more clearly the responsibilities for education, research and leadership/citizenship associated with each academic role. This will help new colleagues to understand the University values from the moment they engage either as an applicant or new colleague, and help them to understand the future career pathways available to them as they become more established in their role.

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.

**Benefits**

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

**Staff communities, networks and forums**

We are proud to have a number of [staff Networks](https://www.essex.ac.uk/staff/forums-and-networks) including: [Access Forum](http://www.essex.ac.uk/access/access_forum/default.aspx), [Black Asian and Minority Ethnic community Staff Forum](https://www.essex.ac.uk/staff/forums-and-networks/bame-staff-forum), [Essex Women's Network](http://www.essex.ac.uk/equality/forums/essex-womens-network.aspx), [Global Forum](http://www.essex.ac.uk/equality/forums/global/default.aspx),  [LGBTQ+ and Allies Community](https://www.essex.ac.uk/staff/forums-and-networks/lgbtq-staff-forum) and [Parent's Support Network](http://www.essex.ac.uk/equality/forums/support-for-parents.aspx).

Our Colchester campus based [Faith Centre](https://www.essex.ac.uk/life/student-facilities/religion-and-faith) hosts regular services, meetings and events organised by our chaplains and faith representatives.

**This document is produced by:**

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