**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 4 documents:**

1. A covering letter setting out how you meet the requirements of the role as set out in the person specification.
2. A full curriculum vitae (CV) including any publications. You should specify your 4 most significant papers published within the past 5 years (or an equivalent number appropriate to being an early career researcher). Applicants from within the UK should indicate which publications have been submitted to the current REF and any assessment of the rating for each piece of work; For more information about the REF visit [www.ref.ac.uk](http://www.ref.ac.uk/)
3. For posts at salary grade 9-11, a research statement of no more than two sides of A4 providing details of your research plans for the next three years. This should include details of books, chapters or papers in progress together with planned publication dates. For journal articles please provide details of target journals and planned submission dates. If you have papers that are currently under review please detail the stage these have reached and the timescale you expect those papers to be accepted for publication. If you have papers that have been accepted for publication but not yet published please provide the date the paper was accepted for publication.
4. For posts at salary grade 9-11, please include a document of no more than two sides of A4 setting out your three year plan for generating external funding to support your research.

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](mailto: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**

At Essex our people are at the centre of everything we do and we aspire to build a culture in which every member of the University feels valued and can flourish.

We are committed to equality of opportunity, to being fair and inclusive. We therefore particularly encourage applications from candidates who are likely to be underrepresented in our workforce.

These include people from Black, Asian and Minority Ethnic backgrounds; disabled people and LGBTQ+ people and from women in our grades 9-11 roles.

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.

You can read more about our commitment to Equality, Diversity and Inclusion [here](https://www.essex.ac.uk/staff/diversity-and-inclusion).

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

Context

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

KEY RESPONSIBILITIES OF THE POST

* To make a substantial contribution to the international profile of the University through the generation of internationally excellent research, scholarship and teaching.
* To pursue research that is world leading in terms of originality, significance and rigour, in keeping with the REF criteria.
* To generate consistently substantial research income commensurate with subject area norms.
* To provide leadership in ensuring your own research and that of others in your department generates impact beyond the academic sphere in keeping with the REF criteria.
* To undertake senior leadership responsibilities as agreed with the HoD.
* 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.
* To contribute to education by designing and delivering substantive and effective teaching and learning support, at undergraduate and postgraduate levels (e.g. curriculum development and review, assessment and feedback, research supervision, etc.) as agreed with the HoD.
* To contribute expertise and knowledge to departmental and/or institutional initiatives as directed by their Head of Department.

*Use this space to include any additional responsibilities*

main duties OF THE POST

**Research**

* To pursue research of internationally recognised importance and quality that will make a significant contribution to the University’s submission to future Research Excellence Framework exercises, enhance the international profile of the University and contribute to the development of its own communities of research.
* To lead in successful and influential research grant applications as indicated by external grading, on an upward trajectory and - where appropriate - leading collaborations with other institutions and bodies that would produce demonstrable benefit to the University.
* To publish research outputs that are rated internationally excellent, which have significant impact in their field and to disseminate their results and scholarly findings in other appropriate and meaningful ways (e.g. at relevant national and international conferences).
* To make a major contribution to public engagement and dissemination of knowledge in the wider community and generate societal impact that will contribute to Impact Case Studies for the Research Excellence Framework.
* To provide leadership for aspects of the department research-strategy at sub-departmental level as directed by the Head of Department.
* To make a major contribution to cross-departmental and inter-University research projects.
* Leadership of the development and maintenance of research resources (examples of which include household surveys, databases, specialist equipment and infrastructure, software packages and computer models) used within the Department or wider user community external to the department.
* To supervise and mentor postgraduate research students into relevant communities of research at Essex as appropriate to the departmental context to generate meaningful connections between research and education at Essex.

*Use this space to include any additional duties*

**Education (where relevant – remove this text if not relevant)**

* To engage successfully and effectively in substantive teaching and learning support roles in the Department, and develop a broad understanding of how such activities contribute to student learning.
* To design, plan and deliver learning (modules, programmes of study, etc.) in creative and innovative ways appropriate to the subject area and level, taking into account departmental action planning and priorities.
* To complete, a recognised higher education qualification or achieve Fellowship of the HEA.
* To contribute to faculty and departmental quality assurance procedures and quality enhancement initiatives to ensure that teaching and learning support meets the standards expected within a research-led university.

*Use this space to include any additional duties*

**Leadership and Citizenship**

* To undertake a strategic leadership role within the department (e.g. Head of Department, Director of Research, Director of Education, Director of University Research Centre/Institute) and provide leadership for departmental activities (e.g. open days, staff meetings and relevant committees, mentoring), as may be reasonably required by the Head of Department.
* To build substantial and wide-ranging internal and external networks, establishing links with relevant education and research bodies, professional bodies, employers, and identifying future sources of funding, income, and consultancy opportunities.
* To make a significant contribution to the discipline for example by editing journals and membership of professional and government bodies.
* To support knowledge exchange activities, for example, by contributing to research projects funded by commerce, industry or public sector organisations.
* To develop a significant public profile (e.g. in the media or through giving public lectures).
* To engage in continuing professional development in relevant subjects/disciplines, incorporating the outcomes from research and scholarship, ensuring skills are up-to-date and applied in education and research.

*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 (ASR) | **POST REF: xxxxx** |

|  |  |  |
| --- | --- | --- |
| Qualifications / PROFESSIONAL RECOGNITION | **Essential** | **Desirable** |
| * A distinguished academic record, including internationally excellent research. | X |  |
| * A relevant doctoral-level research degree or equivalent professional experience or practice. | X |  |
| * Appropriate markers of academic esteem and credibility, and/or professional recognition.[*Identified for each role*] | X |  |
| * Fellowship of the Higher Education Academy or ability to gain this at an appropriate level within a defined period of appointment. |  | X |
| * *[Additional requirements can be added here]* |  |  |
| Experience/Knowledge | **Essential** | **Desirable** |
| * A substantial record of internationally excellent, world-leading research in the field with demonstrable impact of research. | X |  |
| * A well-established research agenda with international-level recognition. | X |  |
| * A strong, sustained record of academic publication at international or world-leading levels of recognition, with demonstrable evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes. | X |  |
| * An established record of success in securing and managing substantial research grants (appropriate to the discipline). | X |  |
| * Sustained engagement in continuing professional development in relevant subjects/disciplines and their pedagogies, incorporating research, scholarship and the evaluation of professional practices. | X |  |
| * Significant professional reputation in a relevant area of professional practice, if appropriate. |  | 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 |
| * Major achievement in knowledge exchange activities such as establishment of a successful spin-out company, exploitation of intellectual property rights, or leading a major consultancy activity. |  | 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]* |  |  |
| Skills/Abilities | **Essential** | **Desirable** |
| * A record of academic leadership in a range of appropriate contexts (e.g. learned societies, research grants, professional associations, academic networks). | X |  |
| * An appreciation of the value of appropriate research/education technologies and an ability and/or willingness to deploy these when relevant. | X |  |
| * Strong communication skills, both written and verbal. | X |  |
| * A commitment to the on-going evaluation of their own research and teaching and an ability to do this effectively, with the support of others where appropriate. | X |  |
| * A clear understanding of how students learn both generally and within their subject/disciplinary area(s) and the ability to apply this understanding to their own practice. |  | X |
| * The ability to supervise and mentor colleagues and students into relevant communities of research and to establish their academic profile as appropriate to the departmental context. |  | 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 |  |
| * An inclusive mind set and demonstrable supportive of the University’s Equality and Diversity agenda. | X |  |
| * A willingness to participate in extra curricula departmental activities. | 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 XXXXX (telephone: XXXX XXXXXX, e-mail: XXXXXX@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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