**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 2 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/)

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.

**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:** | Research Officer (ASR); Grade 7 |
| **Contract:** |  |
| **Hours:** |  |
| **Salary:** |  |
| **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 engage in individual and/or collaborative research activity resulting in internationally excellent publications that is in keeping with REF criteria.
* To contribute to applications for external research funding appropriate in scale to career stage and subject area norms.
* To enhance the scholarly reputation of the Department and the University by contact with the wider academic community and supporting knowledge exchange activity.
* 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 undertake core, practical elements of research such as setting up and conducting experiments, developing questionnaires and conducting fieldwork, recording data and identifying trends or patterns.
* To work under the direction of a Principal Investigator or supervisor to produce research reports, and contribute to publications.
* To produce papers, articles, reports or other publications as appropriate to career stage and discipline norms.

*Use this space to include any additional duties*

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

* To undertake leadership duties related to education appropriate to career stage and as allocated by the HoD.
* To engage successfully and effectively in teaching and learning support roles in the Department, and develop a broad understanding of how such activities support student learning.
* To 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.
* Ensure teaching is subject to peer observation at least once every two years, and observe the teaching of colleagues as requested by the Head of Department.
* To complete, within their probationary period (usually three years), a recognised higher education qualification or gain Fellowship of the Higher Education Academy.

*Use this space to include any additional duties*

**Leadership and Citizenship**

* To play an active and constructive role in the Department and engage in activities beyond your own research team, (e.g. open days, staff meetings and relevant committees), as may be reasonably required by the Head of Department.
* To proactively participate in and develop internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
* 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.
* To support knowledge exchange activities, for example, by contributing to research projects funded by commerce, industry or public sector organisations ensuring that appropriate impact of the research (outside academia) is achieved.

*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:** Research Officer (ASR); Grade 7 | **POST REF: xxxxx** |

|  |  |  |
| --- | --- | --- |
| Qualifications / PROFESSIONAL RECOGNITION | **Essential** | **Desirable** |
| * A relevant Bachelor’s degree in an appropriate subject and/or Professional experience and/or practice in the fields of [insert relevant text] | X |  |
| * A relevant postgraduate level degree |  | X |
| * Fellowship of the Higher Education Academy or the ability to gain professional recognition at this or a higher level if appropriate. (delete if not appropriate) |  | X |
| * *[Additional requirements can be added here]* |  |  |
| Experience/Knowledge | **Essential** | **Desirable** |
| * Evidence of an emerging research agenda, engagement in high-quality research activity and a developing research profile. | X |  |
| * Evidence of publications in recognised, reputable journals (and other media of similar standing) appropriate to career stage and discipline norms. | X |  |
| * Experience of contributing to generating income to support research and/or knowledge exchange appropriate to career stage and discipline norms. |  | X |
| * Experience of developing and maintaining research resources used within a Department or wider user community external to the Department (examples include household surveys, databases, specialist equipment and infrastructure, software packages and computer models). | X |  |
| * Experience of contributing to small research programmes or defined areas of larger projects, and of developing research objectives. | 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** |
| * The ability and willingness to engage in knowledge exchange and outreach activities. | X |  |
| * A commitment to the on-going evaluation of their own research and an ability to do this effectively, with the support of others where appropriate. | X |  |
| * Strong communication skills, both written and verbal. | X |  |
| * The ability and willingness to complement and enhance the department/school’s education and research strengths and areas of planned development. | X |  |
| * Sustained engagement in continuing professional development in relevant subjects/disciplines and their pedagogies, incorporating research, scholarship and the evaluation of professional practices. | X |  |
| * An appreciation of the value of appropriate technologies and an ability and/or willingness to deploy these when relevant. |  | 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 |
| * Understanding of / willingness to engage with the implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on research. |  | 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 XXXXX (telephone: 01206 87XXXX, 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:**

**Resourcing Team**

**People & Culture**

**University of Essex**

**Wivenhoe Park**

**Colchester CO4 3SQ**

**United Kingdom**

**Tel: +44 (0)1206 873521/874588**

**Email:** [**resourcing@essex.ac.uk**](mailto:resourcing@essex.ac.uk)

**Tel: +44 (0)1206 876559**

**Last updated: 13 May 2022**