**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 IF YOU ARE APPLYING VIA THE UNIVERSITY’S ONLINE RECRUITMENT PORTAL: 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.**

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

**Closing Date:   
Interviews are planned for:**

**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 – Job ref (iTrent REQ Number: XX)**

|  |  |
| --- | --- |
| **Job Title:** | **Apprentice XXX** |
| **Grade of role (apprentice is working towards):** | Click or tap here to enter text. |
| **Apprentice Salary Grade:** | Click or tap here to enter text. |
| **Contract:** | Fixed term, XXX time. This is because it is linked to the duration of your apprenticeship training. OR XXX |
| **Hours:** | Click or tap here to enter text. |
| **Department/Section:** | Click or tap here to enter text. |
| **Responsible to:** | Click or tap here to enter text. |
| **Reports on a day-to-day basis to:** | Click or tap here to enter text. |
| **Purpose of job:** | This is a developmental post. This post holder is employed as an apprentice undertaking a XXX apprenticeship. The main purpose of the role is to XXX. |

**Duties of the Post:**

During your apprenticeship you will complete a XXX apprenticeship and learn how to undertake the following:

* XXX
* XXX
* XXX
* XXX
* XXX

In addition, you may be asked to complete other duties as may be assigned from time to time by your Head of Department / Director or their 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 our [website](https://www.essex.ac.uk/staff/working-at-essex/uecs-staff).

**PERSON SPECIFICATION**

|  |
| --- |
| **JOB TITLE: Apprentice** XXX |

**Qualifications /Training**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * English & maths level 2 |  |  |
| * Click or tap here to enter text. |  |  |

**Experience/Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Click or tap here to enter text. |  |  |
| * Click or tap here to enter text. |  |  |
| * Click or tap here to enter text. |  |  |
| * Click or tap here to enter text. |  |  |

**Skills/Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Click or tap here to enter text. |  |  |
| * Click or tap here to enter text. |  |  |
| * Click or tap here to enter text. |  |  |
| * Click or tap here to enter text. |  |  |
| * Click or tap here to enter text. |  |  |
| * Click or tap here to enter text. |  |  |

**Other**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Be 16 or over and not in full-time education before commencing an apprenticeship |  |  |
| * Currently living in England with a valid and eligible residency status |  |  |
| * Not hold a higher qualification in the same subject as the apprenticeship (as apprenticeship funding requires that the training is materially different from any prior qualification) |  |  |

\* 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. Further information about UK immigration requirements and working in the UK can be found on the [Home Office website](https://www.gov.uk/browse/visas-immigration/work-visas). **Please note we will also not be able to provide sponsorship for, or accept as ‘right to work’, a Tier 4 or Student visa for this post.**

**ADDITIONAL INFORMATION**

**<XXX Department name>**

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

**General information**

**In response to COVID-19 the University has implemented adjusted working arrangements for many staff, with a significant number working remotely. At the time of a job offer, remote and campus working will be discussed and considered on an individual basis but you will be expected to be based within the UK.**

Where this post is fixed-term, it is because it is linked to the duration of your apprenticeship training. Upon completion of the apprenticeship, you may apply for any advertised University vacancies in the normal way. There is no guarantee of a permanent position upon completion.

You will be studying towards your XXX and your training will be provided by XXX. This role is linked to the training and therefore all requirements of the qualification (e.g. coursework, attendance at meetings and lectures/classroom based training) need to be met for your employment to continue.

**University of Essex Campus Services Limited**

**Benefits**

|  |  |
| --- | --- |
| * competitive salaries | * training and development |
| * childcare facilities | * generous holiday scheme |

**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/**](http://www.essex.ac.uk/accommodation/)

**Essex Sport**

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million refurbed gym and fitness rooms. There are 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.

**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.

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 16,500 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into three faculties – Humanities, Science and Health and Social Sciences.

**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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