



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, which includes some standard questions, and attach the following documents. (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a. a covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined.
 - b. a curriculum vitae - giving full details of your qualifications and experience to date;
- 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.

We are proud to have received Two Ticks accreditation and guarantee an interview to any candidate with a disability who meets the essential criteria for the post. We welcome disabled staff, students and visitors to our campuses. For a guide to the accessibility of various locations at each of our three campuses please visit the [DisabledGo](#) website. The University of Essex is also a member of Stonewall's Diversity Champions programme, Britain's good practice employers' forum on sexual orientation. For further information please use the Diversity button on our website

If you are invited to attend an interview, you will receive an email with details of the arrangements. If you have provided us with a mobile telephone contact number, you will also be notified via a text message telling you to visit your email account for further information.

Due to the high volume of applications we are currently receiving for posts regrettably the Recruitment Team cannot provide specific feedback to candidates that have not been shortlisted for interview.

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 Recruitment Team (01206-874588/873521) for help.

Closing Date: 30 April 2013

Interviews will be held in mid-May

Produced by:
Recruitment Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: recruit@essex.ac.uk



University of Essex

JOB DESCRIPTION – Job ref SS937

Job Title and Grade:	Faculty Communications Officer , Grade 8
Contract:	Permanent, part-time
Hours:	A notional minimum of 15 hours per week
Salary:	£30,424–£36,298 per annum, pro rata
Department/Section:	Faculty of Social Sciences
Responsible to:	Pro-Vice-Chancellor, Social Sciences
Reports on a day to day basis to:	Faculty Manager, Social Sciences
Purpose of job:	To promote the academic departments and centres within the Social Sciences Faculty (Economics, Government, Language and Linguistics, Sociology, Psychoanalytic Studies) positively to stakeholders, especially through the media. To work in close cooperation with the Faculty Publicity and Promotions Officer, the Communications Officers for the Institute for Social & Economic Research (ISER) and the UK Data Archive (UKDA), and the Central Communications Team located in Communications and External Relations (CER).

Duties of the Post:

The duties of the post are to:

1. Promote the Social Science Faculty by increasing the volume and quality of positive national and international media coverage. Seek positive news stories about the Faculty, prepare, distribute and monitor news releases as appropriate, and secure local, national and international media coverage.
2. Develop positive working relationships with academics involved in news-worthy research and other activities, offering advice and guidance on media and communications issues and activities.
3. Develop national media contacts and provide a first point of call for media enquiries, arranging interviews, visits and photographs or preparing statements as necessary.
4. Produce high-quality, accessible copy for use in a range of internal and external printed and online publications.
5. Make comprehensive use of digital media, including social networks.
6. Organise high profile targeted events that showcase policy-relevant research to key stakeholders.
7. Work closely with the Faculty Publicity and Promotions Officer, the Communications Officers for the Institute for Social & Economic Research and the UK Data Archive, and University's Central Communications Team located in Communications and External Relations.
8. Any other duties that may be assigned from time-to-time by the Faculty Pro-Vice-Chancellor, the Faculty Manager or his/her 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 and do not form part of the contract of employment.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/personnel/CondServ/default.htm>

University of Essex
PERSON SPECIFICATION

JOB TITLE: Communications Officer

POST REF: SS937

Qualifications /Training

	Essential	Desirable
▪ Educated to A level standard or equivalent experience.	x	
▪ A good undergraduate degree or equivalent qualification.		x
▪ PR, communications or journalism qualification.		x

Experience/Knowledge

	Essential	Desirable
▪ An interest in social and economic issues.	x	
▪ A track record in delivering quality communications.	x	
▪ Knowledge and understanding of UK media.	x	
▪ Significant experience of working in or with the national media.	x	
▪ Experience of writing for media, web and publications.	x	
▪ Experience of editing website content.		x
▪ Experience of using media database and distribution software such as Media Disk or VOCUS.		x
▪ Experience of brand management.		x
▪ Knowledge and understanding of UK higher education.		x

Skills/Abilities

	Essential	Desirable
▪ Excellent writing skills in plain English.	x	
▪ Accuracy and attention to detail.	x	
▪ Excellent interpersonal and communication skills.	x	
▪ Strong IT skills including familiarity with Microsoft Office software and social media.	x	
▪ The ability to produce high quality work within deadlines.	x	
▪ Self-motivation and ability to work independently.	x	
▪ Good time management skills.	x	
▪ Ability to work effectively as a member of a team and to develop close and effective working relationships with colleagues from a wide range of backgrounds.	x	

Other

	Essential	Desirable
▪ Willingness to work outside normal office hours when necessary.	x	
▪ Ability to meet the requirements of UK 'right to work' legislation*	x	

* 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, for example a UK/EEA passport or identity card; a full UK birth certificate; a Home Office document or visa evidencing the right to take this employment. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post.

April 2013

Working at the University of Essex

Vision

This University has an ambitious programme to establish Essex as a top 25 university in the UK, with global impact and an international reputation that is unparalleled for a university of our size, underpinned by our strong regional base.

Benefits

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Childcare facilities/vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

The Faculty of Social Sciences

The Faculty of Social Sciences boasts an outstanding international research reputation that places the University as the top university for social sciences in the UK, as confirmed by the 2008 Research Assessment Exercise, and in the top 100 in the world, with Politics and Sociology ranked 1st, Economics 3rd and Linguistics 4th nationally. The Faculty is also home to three internationally renowned ESRC-funded centres in the social sciences – The Institute for Social and Economic Research (ISER), the Research Centre on Micro-social Change and the UK Data Archive. In 2013 Her Majesty the Queen awarded the University of Essex a Regius Professorship in Political Science - one of only two universities to hold a Regius Professorship in the Social Sciences and one of the youngest universities to hold a Regius Professorship.

Departments currently within the Faculty:

- Department of Economics;
- Department of Government;
- Department of Language and Linguistics;
- Centre for Psychoanalytic Studies;
- Department of Sociology;
- Institute for Social and Economic Research; and
- The UK Data Archive.

As part of a new Strategic Plan, from August 2013 the University will be organised around three faculties comprising: the Faculty of Humanities, Faculty of Social Sciences and Faculty of Science and Health, each led by an Executive Dean. From August 2013 Essex Business School, ranked 2nd in the UK in accounting and finance research, will become part of the Faculty of Social Sciences.

General information

Applications must be made online.

This post is part-time. The hours of work can be flexible and these would be agreed with the successful candidate.

No smoking policy

The University has a no smoking policy.

The University of Essex – a profile

We are an internationally-oriented research intensive university with a commitment to excellence in research and research-led teaching, to the personal development of all our students, and to offering an outstanding campus-based student experience. Our commitment to research that matters and that has global impact informs all that we do. We have a broad spread of subjects covering humanities and comparative studies, science and engineering, law and management, and social sciences. We have particular peaks of excellence in the social sciences and humanities and especially in interdisciplinary research, notably in human rights, social and economic research, and democracy and conflict resolution. In 2009 the University was awarded the Queen's Anniversary Prize for our work advancing the legal and broader practice of human rights. We are proud of our track record of business engagement. Our commitment to this area has been consolidated by a £7 million investment in the Knowledge Gateway, 43 acres of parkland at our Colchester Campus created so that small businesses and blue chip companies can benefit from close links with our academic community, our research facilities and business development activities.

Our academic activity is organised into four faculties – Humanities and Comparative Studies, Law and Management, Science and Engineering, and Social Sciences. Our academic community comprises 12,000 students and 2,000 staff based at campuses in Colchester, Loughton (East 15 Acting School) and Southend. The University has three friendly purpose-built campus environments. Our Colchester Campus, Essex's largest and original site, is set in 200 acres of parkland. It incorporates teaching buildings, shops, banks, a gallery and theatre, bars and cafés, and sufficient student accommodation to house over half of our student population, and 88 per cent of our students are based here. East 15 Acting School – founded by Joan Littlewood and one of the top five acting conservatoires in the UK – is in Loughton, just five minutes from London Underground's Central Line. The University's newest campus, on Southend's bustling High Street, opened in 2007 and houses Essex Business School, Professional Development Studies, the School of Health and Human Sciences, East 15 Acting School and the Centre for Psychoanalytic Studies.

We also have some 4,500 students studying for University of Essex-validated degrees at our partner institutions across Essex and further afield at: Writtle College; South Essex College; Colchester Institute; Kaplan Open Learning; and Tavistock and Portman NHS Foundation Trust. A further 5,000 are studying for jointly accredited University of Essex-University of East Anglia degrees at University Campus Suffolk.

Notable facts and achievements

- Committed to research excellence: ranked ninth in the UK for our research excellence (most recent UK Research Assessment Exercise, 2008).
- World leader in social science: with politics and sociology ranked first for the quality of our research in the UK RAE 2008, economics third and linguistics ranked fourth. We also have international excellence in the arts and humanities with history ranked second, art history ninth and philosophy tenth. Essex Business School was ranked second for accounting and finance research.
- High levels of student satisfaction: in 2012 we maintained our top 20 position in England for student satisfaction in the National Student Survey.
- High quality accommodation: for three years in a row Essex has been ranked in the top three for the best university accommodation by the UK's National Student Housing Survey.
- International outlook: we are Britain's most internationally-diverse campus university, with 40 per cent of our students from outside the UK from 135 countries, and internationally-focused research and alliances with other universities around the world.
- International reputation: in 2012 Quacquarelli Symonds (QS) ranked Essex in the top 50 in the world for universities under 50 years old. This was confirmed by *Times Higher Education's* own 'Top 100 under 50' ranking Essex 20th in the world and fifth in the UK.
- Quality of life: ranked fifth in the 2008 Halifax-*Times Higher Education* league table rating the quality of life at UK universities. The league table incorporated factors including house prices, crime rates, traffic congestion, and schools in the area, as well as average academic salaries and the proportion of staff on permanent contracts.
- Strong financial performance: with a turnover of £150 million we are generating strong surpluses and implementing a £200 million capital investment programme to improve facilities for staff and students.

Research

In the most recent UK Research Assessment Exercise (December 2008), 22 per cent of our research was ranked as world leading, 63 per cent internationally excellent, and 93 per cent internationally recognised. This placed Essex ninth in the UK for the quality of our research. Politics and sociology were ranked first, with economics third and linguistics ranked fourth. In arts and humanities, history was ranked second, art history ninth and Philosophy tenth. Essex Business School was ranked second for accounting and finance research. Our concentration of world class social sciences has established Essex as the UK's leading university for social science research.

Our long-standing commitment to internationally excellent research is combined with a strategy that seeks to recruit the highest-calibre researchers, support our emerging research stars and build high quality collaborative partnerships with targeted institutions around the world. The University is home to two internationally renowned Economic and Social Research Council (ESRC)-funded research centres in the social sciences. The Institute for Social and Economic Research, led by Professor Heather Laurie, coordinates a wide range of projects including *Understanding Society*, a world-leading study of socio-economic circumstances and attitudes of 100,000 individuals in 40,000 households. The UK Data Archive (UKDA), led by Matthew Woollard, is based at our Colchester Campus, and supports UK and international social science and humanities research and teaching by managing data and digital resources, and global promotion and dissemination of these resources. The UKDA holds the UK's largest collection of digital research data in the social sciences and humanities with more than 6,000 national and international data sets. In 2009 we launched our Global Challenges programme with four major multidisciplinary research projects that address issues of worldwide significance. In 2011-12 our income from research grants totalled £25.5 million.

Education

An Essex education is based on research-led teaching that is collaborative in nature and takes place in a supportive and well-resourced academic environment. We take our commitment to research-led teaching very seriously indeed, and our faculty are expected to be great researchers and great teachers; our curricula are regularly updated by the latest research; and our students not only learn from great researchers but undertake research themselves developing skills of critical enquiry, independent learning and intellectual creativity. Because our University is on a human scale, there is also a very strong sense of community, and our faculty and students join in a common search for answers to global challenges. We are constantly working to improve the quality of our teaching and learning. In 2013-14 the development of a new Education Strategy will be an important vehicle for leading further enhancements to the type of research-led education that we offer.

Students at Essex enjoy a flexible degree structure which allows them to try new subjects during their first year, change degree choice at the end of their first year, and take a number of optional courses. Resources and facilities include the Albert Sloman Library which holds more than a million books, pamphlets, e-publications and microforms, the *myEssex* web portal, open access computer laboratories as well as network connections in all student study bedrooms. Over recent years we have invested £6 million in our flagship Ivor Crewe Lecture Hall, built a new media centre, specially equipped dance and drama studios and, in 2010, opened our £5 million Tony Rich Teaching Centre. A £21 million new student centre and library extension, and a new £23 million building and facilities for Essex Business School will both open in academic year 2013-14. In 2012 we opened the £36 million University Square student accommodation in Southend, and in 2013 we will open a £27 million Forum building, a unique partnership development which will incorporate teaching and research space and an integrated public and academic library.

Essex also has a great reputation for the campus-based experience that we offer our students, providing opportunities for participation in a wide range of extra-curricular activities, engagement in an amazing range of student clubs and societies, and an extensive programme of student volunteering and sport. At Essex we are especially proud of our close working relationship with our award-winning Students' Union, which plays a key role in enhancing the quality of our students' experience. Alongside a prestigious Investors in People Gold Award, Essex Students' Union was in an elite group of only ten students' unions to win an NUS Students' Union Evaluation Initiative (SUEI) Award for the quality of its services and in December 2011 won the NUS/UK Council for International Students award for Democracy and Representation. The University is home to three outstanding theatres, one on each of our campuses, and great sports facilities which have benefited from a £1.4 million

redevelopment. We have our own art gallery, Art Exchange, and a Latin American art collection (ESCALA) unique to the northern hemisphere that has recently received national accreditation. These facilities help to make the Essex experience special for our staff and students. From 2009 to 2011 we were ranked in the top three for the best university accommodation by the UK's National Student Housing Survey, and in 2012 we maintained our top 20 position in England for student satisfaction in the National Student Survey.

We now have 70,000 alumni and being part of the University of Essex community extends beyond the time our students are at Essex. Our graduates include former President of Costa Rica and Nobel Prize winner Oscar Arias; Speaker of the House of Commons Rt Hon John Bercow MP; and architect Daniel Libeskind. In the arts and media our alumni include Stephen Daldry and Mike Leigh; Booker Prize winner Ben Okri; and in academia Nobel Economics Prize winner Christopher Pissarides. International, inclusive and interdisciplinary, an Essex degree helps our graduates stand out from the crowd.

The UK's international university

For Essex, internationalisation is key to enhancing the diversity and equality of all our students and staff. We have an international outlook in all that we do and we are Britain's most internationally-diverse campus university, with 40 per cent of our students from outside the UK from more than 130 countries. Our research, teaching and knowledge exchange activities are all international in character through initiatives such as our Study Abroad programme, Languages for All, the Global Alliance comprising members from India, Brazil, and Germany, and the Global Challenges initiative.

Our research is internationally focused on solving global problems and we take pride in our international reputation, being ranked in the top three per cent in world rankings and ninth in the UK for our research. In 2012 QS ranked Essex in the top 50 in the world for universities under 50 years old. This was confirmed by *Times Higher Education's* own 'Top 100 under 50' ranking Essex 20th in the world and fifth in the United Kingdom.

Colchester, Southend and Essex

Essex is a county of enormous contrasts and surprising variety, stretching from suburban London in the west to peaceful creeks and estuaries, picturesque sailing villages and popular seaside holiday resorts in the east. It is still a predominantly rural area, with gently rolling countryside interspersed with attractive villages and small country towns. Colchester is Britain's oldest recorded town and was once the Roman capital. It has developed in recent years into a regional centre of commerce and high technology, with a population of 181,000. The town's historical past is evident with the Norman castle keep standing on the visible remains of the Roman temple of Claudius. The Dutch quarter is a living reminder of the influx of Flemish weavers fleeing persecution. The surrounding area inspired famous English landscape artists like nineteenth century landscape painter John Constable, eighteenth century artist Thomas Gainsborough and twentieth century equestrian artist Sir Alfred Munnings. Constable painted Wivenhoe Park where our Colchester Campus is based, as well as many local scenes in the area of outstanding natural beauty around nearby Dedham and Flatford. Colchester's artistic tradition remains strong today, with the opening in September 2011 of the £28 million visual art destination *firstsite* in the heart of the town, which showcases work of regional, national and international artists and also houses a selection of the University's Latin American art collection. The area benefits from excellent state primary and secondary schools.

Colchester Campus

Just 46 minutes from London Liverpool Street, Colchester is served by a good road network linking London, Ipswich, Cambridge, and Norwich, Kent and the south east of England. The Channel ports are easily accessible via the Dartford Crossing. London Stansted Airport is under an hour away from our Colchester Campus.

Southend Campus

Located in a town of 165,000 people on the Essex coast, 40 miles from central London. With seven miles of award-winning coastline, the town attracts more than six million visitors each year. Southend has a lively entertainment and cultural scene, with a programme of events throughout the year including Europe's largest free air show. London Southend Airport is a regional hub for London with regular flights to major European destinations.

Loughton Campus

Home of East 15 Acting School which is based around Hatfields, a beautiful Georgian dower house set in five acres of grounds. The campus is close to the ancient Epping Forest, and is just five minutes' walk from the Debden underground station with a fast Central Line link into central London.

More information about the University of Essex can be found at: www.essex.ac.uk/about

Updated March 2013