



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 at the top of 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 October 2012

Interviews are likely to be held at the end of November

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University of Essex
JOB DESCRIPTION (Ref SS790)

Job Title:	Accreditation Officer, Grade 7
Contract:	Full-time, fixed-term for three years. This post is fixed-term because there is uncertainty about the need for this post in the foreseeable future.
Hours:	A notional minimum of 36 hours per week. Please note that we are willing to consider job share applications for this post.
Salary:	£27,578 - £30,122 per annum
Department/School/Section:	Essex Business School (Colchester Campus)
Responsible to:	Director, Essex Business School
Reports on a day to-day basis to:	School Administrator

Job Description

Essex Business School was established in 2008 with the aim to be one of the top business schools in the UK by 2020. An important element in achieving that ambition is to achieve course and school-wide accreditation from various professional bodies including AMBA, AACSB, EQUIS, CIM and CFA. The post of Accreditation Officer has been created to provide the administrative and professional support for preparing the accreditation documentation and organising the peer review visits.

Main purpose of the job

To provide a dedicated and high level administrative and support service in order to complete successfully the self-assessment project and associated work required to achieve professional accreditations for the School. In addition, the person appointed will provide administrative support for monitoring the quality of courses of international partners of Essex Business School validated by the University.

Duties of the post

1. To provide professional and administrative support to the Director and School Administrator for accreditation submissions, including logistical arrangements, attendance at, and note taking for all meetings. In particular the Accreditation Officer will: identify the key points of discussion appropriate to the requirements of various accrediting bodies including AMBA, AACSB, EQUIS, CIM and CFA and the overall EBS academic strategy and produce draft documents and templates for the submission to the accrediting bodies.
2. Working with others, especially the University's Quality Office, HR department and Research Office, using University systems and databases, compile 'CV's for Faculty and Professional Services staff and to provide the other evidence requirements of the accrediting bodies.
3. Undertake the collection, indexing and preparation of all materials and evidence for the various accreditation processes and manage the logistics of Peer Review visits to include indexing, organisation of files and ensuring timely availability of all materials both in hard copy and electronically.

4. Preparation of materials and documents to share key messages with internal and external stakeholders and devising creative communications to engage the School in the accreditation processes. Participating in the planning, briefing and de-briefing for meetings for both the mock and real Peer Review Visits.
5. Project management of the logistics for the Mock Peer Reviews and the actual Peer Reviews including liaising with international deans, Peer Reviewers, critical friends and/or their PAs to manage their hospitality and travel arrangements. Liaison with internal and external stakeholders (students, staff, other University stakeholders, alumni and VCs office) with regard to the logistical arrangements for the reviews.
6. Recommending systems to support the accreditation and consultative process in particular identification of appropriate IT systems such as ELE and Googledocs. Provide support to stakeholders in using the systems including arrangements for permission levels.
7. Researching, assembling, and managing information under the direction of the Planning Officer, including understanding data sourcing terminology, simple data analysis, and raising data message consistency issues with the EBS Director as they occur.
8. Attending and minuting the accreditation project board meetings.
9. Providing administrative support to academic staff in EBS responsible for monitoring the quality of courses offered by international partners validated by the University. This will include continuing monitoring of the academic standards of the curriculum and the examinations, and the academic quality of the teaching faculty. Initially, this support will relate to the partnership with Montreux School of Business but others may be added in the future

Any other duties as may be assigned from time to time by the Director of Essex Business School 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>

October 2012

University of Essex

PERSON SPECIFICATION

JOB TITLE: Accreditation Officer

POST REF: SS790

Qualifications/Training

	Essential	Desirable
▪ An undergraduate honours degree or equivalent qualification	X	
▪ GCSE grade C or above in Maths and English Language	X	
▪ A postgraduate degree or equivalent professional qualification		X

Experience/Knowledge

	Essential	Desirable
▪ Experience of proactive committee servicing including following through actions	X	
▪ Event management experience	X	
▪ Experience of quality assurance, accreditation or validation processes	X	
▪ Ability to work collaboratively with a diverse range of people	X	
▪ Project management experience and skills	X	
▪ Experience of a coordination role within a team work environment	X	
▪ Experience of content management systems		X
▪ Experience of University management information systems		X
▪ Understanding the environment and organisation of business schools		X
▪ Understanding of Higher Education sector and an empathy with the needs of academic staff		X

Skills/Abilities

	Essential	Desirable
▪ Excellent IT skills including Microsoft Office. In particular high level skills with regard to extraction of reports from databases and data management using pivot tables in Excel.	X	
▪ Effective communication and influencing skills	X	
▪ Exceptional interpersonal skills	X	
▪ Able to deal with complex tasks, and work to tight deadlines	X	
▪ Strong attention to detail and a commitment to getting things right the first time	X	

▪ Strong analytical skills	X	
▪ Exceptional planning and time management skills	X	
▪ Ability to manage a complex workload effectively	X	

Other

	Essential	Desirable
▪ 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.

October 2012

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)

Essex Business School

Essex Business School was established in 2008 as a merger of the School of Accounting, Finance and Management (AFM) and the School of Entrepreneurship and Business (AFM). Essex Business School (EBS) is located on both the Colchester and Southend campuses of the University. EBS brings together within one School the whole range of business-related teaching and research in the University.

Essex Business School's reputation for high quality research was confirmed in the results for RAE 2008 where the School was ranked 2nd in the Accounting and Finance Unit of Assessment. Furthermore, 90% of the research output submitted, which included submissions from members of the accounting, finance and management groups, were graded as producing work of international quality.

Professor Michael Sherer is the Director of EBS and the School is organised into four subject groups, each with its own head of group:

- Accounting (Professor Shahzad Uddin)
- Finance (Professor Neil Kellard)
- Management, Marketing and Organization (Professor Philip Hancock)
- Marketing, Entrepreneurship and Global Strategy (Professor Teck Eng)

Essex Business School is the largest school in the University of Essex with a total of 1,750 students in 2011-12. Of these 1,400 are undergraduate and 350 are postgraduate. Like its predecessor departments, EBS has a very strong international flavour with 65% of students coming from outside the UK and 53% from outside the EU. We offer more than 50 courses across the range of business subjects and we have recently launched a full-time MBA course. The international makeup of the student body is matched by that of the staff. More than half the 80 academic staff in the School are from outside the UK and represent 30 different nationalities.

Mission and vision for Essex Business School

The mission of Essex Business School is to create knowledge, deepen understanding, and develop innovative and ethical leaders for a new world.

To fulfil this mission we:

- Provide our students with an environment that emphasises all aspects of learning – knowledge, understanding, skills, creativity, critical appreciation, and ethical values;

- Promote knowledge and understanding about vital business issues through published research, innovative learning, and long-term relationships with organisations in the private, public and third sectors;
- Contribute to the economic and social well-being of the eastern region, the UK and the world through the exchange of ideas and behaviours;
- Practice ethical and responsible leadership by managing our resources and environment effectively;
- Embed a culture of excellence, inclusion, collaboration, and diversity in all that we do.

The Business School has an established reputation for:

1. World class research in accounting and finance
2. Embedding corporate social responsibility and business ethics into the core curriculum
3. A critical approach to marketing and branding
4. Teaching and research in entrepreneurship and innovation
5. Action research on corruption, money laundering and tax avoidance by multinationals
6. Providing consultancy on sustainability and green management
7. High quality training courses for small and medium-sized enterprises in the region.

Our unique vision is to be *the business school for a new world*. We aim to establish ourselves as one of the leading business schools in the UK and Europe. We aim to:

- Establish EBS as an international centre of excellence, producing business leaders who will ensure that business and financial organisations deliver both economic value and social responsibility;
- Place sustainability, the environment and business ethics at the heart of the curriculum, and be the first fully carbon neutral business school in Europe;
- Deliver stimulating and challenging teaching by lecturers with world-class research reputations as evidenced by a top ranking in the 2014 REF;
- Continue to attract the highest quality undergraduates, postgraduates and research students from around the world;
- Offer a premium quality executive education programme for directors and managers from business, public and third sector organisations in the UK and Europe;

New landmark building

A new £21 million landmark building for the Colchester campus of the Business School is currently being constructed. Due for completion in January 2014 the new building will be first “carbon positive” business school in the UK (and possibly Europe). Through the use of renewable forms of energy it will generate more power than it consumes and as a consequence will export power to other parts of the campus.

The new building has been designed to the highest BREEAM standards and will include both informal and formal learning and reaching spaces, a 250-seater state of the art lecture theatre, two Harvard-style MBA suites, a winter garden, and cafe and restaurant serving “healthy” food.

We hope that this new facility will enable the Business School to become one of the most sought after venues for conferences, exhibitions and summer schools in the eastern region.

Further information on the School can be found at: <http://www.essex.ac.uk/ebs/>

General Information

Informal enquiries may be made to Professor Michael Sherer, Director of Essex Business School (email: mikes@essex.ac.uk or tel: 01206 872762). However, applications must be made on line.

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 11,000 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 2011 we maintained our top 20 position in England for student satisfaction in the National Student Survey.
- High quality accommodation: from 2009 to 2011 Essex was 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 132 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 £146 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 2010-11 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 2012-13, the development of a new learning and teaching 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 £26 million new student centre and library extension, and a new £21 million building and facilities for Essex Business School will both open in academic year 2013-14. In 2010 we opened the £36 million University Square student accommodation in Southend, which will be followed in 2013 by The Forum Southend-on-Sea, 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 2011 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 prosecution. 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.

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.

Our Southend Campus is 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.

Our Loughton Campus, home of East 15 Acting School, 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

July 2012