**Job Pack (Professional Services roles)**

Please complete and upload this document to the requisition created within [iTrent Hiring Manager](https://ihr.essex.ac.uk/tlive_web/wrd/run/etadm001gf.open), along with your funding approval PDF. No action can be taken until we have received both documents via iTrent. All other required information for advertising can be input directly onto iTrent on the ‘Create Vacancy’ page. Please note you will need to include the name of the Recruiting Manager and Requisition Administrator on the requisition to enable the online application form ([OnBase](https://www.essex.ac.uk/staff/managing-people/onbase)) to work.

**You should only start your requisition once you have both documents and are ready to start advertising.**

When planning your recruitment, please consider the following timescales:

1. Once we have received both your fully completed job pack and funding approval PDF, your advert will usually be made live within 5 working days.
2. We would recommend that most Professional Services roles are advertised for at least 2 weeks.
3. Interview invitations should be sent out at least 1 week prior to the date, so this should be taken into account when planning shortlisting. If the Resourcing Team are assisting with interviews, please ensure that the completed shortlisting grid is uploaded to iTrent 10 working days prior to the date.

**If you have any questions about your recruitment campaign or completing this document, please contact your** [**Resourcing Adviser**](https://www.essex.ac.uk/staff/professional-services/hr-resourcing-team)**.**

For academic posts: please allow 3 weeks between the date you are able to return the shortlist to the Resourcing Team and the proposed interview date

For all other posts: please allow 2 weeks between the date you are able to return the shortlist to the Resourcing Team and the proposed interview date

**Job Title:** Click here to enter text.

**Advert Text:**

**Insert text under the following headings - the advert will appear on the University website in the format below:**

**Department**

***(Insert some introductory text here about your department)***

**Duties of the Role**

***(Provide an overview of the duties the post holder will be expected to carry out – this information should be taken from the job description)***

**Skills and qualifications required**

***(Using the person specification, describe the skills and qualifications the post holder needs to be able to carry out this role)***

**JOB DESCRIPTION – Job ref (REQXXXXX)**

|  |  |
| --- | --- |
| **Job Title and Grade:** | (Job title)  (Grade) |
| **Contract:** | (State whether post is permanent or fixed-term, and full-time or part-time)  ***If fixed term,*** [***provide fixed term reason***](https://www.essex.ac.uk/staff/recruiting-staff/fixed-term-contracts) |
| **Hours:** | **EITHER:**  Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36 hours per week  **OR**  Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36 hours per week. For this role the hours of work will be XX per week |
| **Salary:** | (Salary scale excluding discretionary points) |
| **Department/Section:** | (Name in full) |
| **Responsible to:** | (The person to whom the role is formally responsible- usually HOD/HOS) |
| **Reports on a day to day basis to:** | (The Line Manager - include this only if the post holder is not responsible to the Head of Department/Section on a day to day basis) |
| **Responsible for:** | (Details of any line management responsibility – delete line if not appropriate) |
| **Purpose of job:** | (Concise statement of the purpose of the job –normally one paragraph.) |

**Duties of the Post:** (Please list the main tasks and responsibilities below)

The main duties of the post will include:

1.

2.

3.

Any other duties as may be assigned from time to time by the Head of Department of ..../ Director of ...... (Professional Services section) 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/employment-policies-procedures/my-contract).

**PERSON SPECIFICATION**

|  |
| --- |
| **JOB TITLE:**Click here to enter text. |

**Qualifications /Training**

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

**Experience/Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Click here to enter text. |  |  |
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**Skills/Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Click here to enter text. |  |  |
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**Other**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Ability to meet the requirements of UK ‘right to work’ legislation\* |  |  |
| * Click here to enter text. |  |  |

\* 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

**ADDITIONAL INFORMATION**

**Please complete the missing information highlighted in yellow below.**

**INSERT Title of Department/Section**

You can find more information about the department on our website:  **INSERT link to departmental page on university website.**

**General information**

**Specify hours and days of work if part-time or a job share arrangement.**

Informal enquiries may be made to <name>, <JOB TITLE> (telephone: 01206 xxxxx e-mail: xxxxx). However, all applications must be made online.