

## 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 4 documents:

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) 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)
- c) An education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.
- d) A research statement of no more than two sides of A4 providing details of your research plans for the next three years. This should include details of books, chapters or papers in progress together with planned publication dates. For journal articles please provide details of target journals and planned submission dates. If you have papers that are currently under review, please detail the stage these have reached and the timescale you expect those papers to be accepted for publication. If you have papers that have been accepted for publication but not yet published please provide the date the paper was accepted for publication.
- e) Please include a document of no more than two sides of A4 setting out your three-year plan for generating external funding to support your research.

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.

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** 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: 27 January 2022

Interviews are planned for: 14 February 2022

*Please note, in response to COVID-19, we are currently conducting interviews remotely via video link.*

Expected start date: March 2022 or as close to this thereafter



University of Essex



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JOB DESCRIPTION

<b>Job Title and Grade:</b>	Postdoctoral Research Fellow, (Institute of Public Health and Wellbeing) Grade 8
<b>Contract:</b>	Fixed-term, Full-time. This post is fixed term for three years because it is for career development for the period outlined. On successful completion of the post and probation period, the Fellow will be appointed to a permanent Lecturer post in the relevant academic Department/School.
<b>Hours:</b>	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
<b>Salary:</b>	£34,304 - £40,927 per annum
<b>Department/Section:</b>	Institute of Public Health and Wellbeing/ Relevant academic Department/School
<b>Responsible to:</b>	Director of Institute for period of Fellowship and Head of Department/School for substantive Lecturer role.

PURPOSE OF THE ROLE

The Institute of Public Health and Wellbeing seeks to appoint a full-time Postdoctoral Research Fellow to start March 2022, or soon thereafter.

The institute is a major University strategic initiative and will be formally launched in February 2022. Leading impactful innovation in public health and wellbeing is a strategic priority for our University as well as our region. The establishment of an Institute of Public Health and Wellbeing (IPHW) will advance the University's mission of excellence in education and research, for the benefit of individuals and communities.

IPHW will be an international centre of excellence, bringing together research strengths across all three faculties, driving forward research collaborations and developing our strategic partnerships with national and regional organisations including NHS Trusts. The establishment of the IPHW will align our research capability, expertise and strengths across a broad spectrum of research and innovations in public health and wellbeing, including a wide range of health-related training programmes, clinics, facilities and services, leveraging the assets of our expertise and skills to enable us to scale our impact.

The IPHW will support the University's vision to be recognised as a centre for excellence in health-related research and education, at a local, regional and national level. The Institute will harness the strengths of our University to deliver research, innovation and impact across four key pillars:

- a) Social, biological and environmental determinants of health,
- b) Interventions, outcomes, evaluations and policy,
- c) Conditions, individual differences, wellbeing and subjectivity
- d) Human rights, Community participation and voice.

In addition, our focus on inequality, its impact on health and wellbeing, our strength in methodological rigour and our contributions to methodological developments will also be the focus for the Institute. Utilising our international reputation in social science and other disciplines and our researchers across science and health and humanities to successfully tackle the most complex issues in public health and wellbeing will be a key aim for the successful candidate.

We wish to appoint three Postdoctoral Research Fellows to add to the Institute's capability to undertake world class research and development work as well as open up and develop new research activities in this area that will become recognized as outstanding and internationally leading. We seek highly motivated, enthusiastic and professional candidates. The particular research areas can include, but are not limited to; health informatics/digital health, global health, human rights and health, and health policy, health intervention, and translational/implementation research in health care with the aim to achieve better health for all and support health policies and programmes with strong and novel evidence.

The successful candidates will have a publication record appropriate for their experience and will be able to demonstrate evidence of potential to develop an internationally leading profile in the field. Applicants are required to have a PhD in a subject related discipline or should be close to the completion of a PhD (writing up or under examination).

The posts are fixed term as a Postdoctoral Fellow at salary grade 8 for three years in the first instance. It is fixed-term for a period of career development in order for the successful candidate to be in a position to be appointed to a permanent Lectureship in the relevant substantive academic Department or School at the end of the Fellowship.

During the period of the Fellowship the post holder will undertake research, teaching (to build skills and experience) and administrative duties. This is to provide a good foundation in higher education practice for the Fellow to be able to take a permanent Lectureship that covers the full range of academic duties at a higher level.

The post holder will be placed on a probationary period of three years at the start of the Fellowship, and this will include clear objectives relating to research, teaching and leadership/citizenship. This will then enable the post holder to apply for permanency through the University's annual review process. If the Fellow has fulfilled all of the objectives in the probationary agreement and is successful in being granted permanency, they will then be appointed to a permanent Lectureship at salary grade 9.

## DUTIES OF THE POST

- **Undertake Foundational and Applied Research:** To undertake high quality independent and collaborative research within the Institute for Public Health and Wellbeing, and work collaboratively with colleagues, this could include, but not be limited to:
  - Develop research objectives and proposals;
  - Use new research techniques and methods and use initiative and creativity to identify areas of research and new research methods;
  - Use creativity to analyse and interpret the research data and draw conclusions of the outcomes;
  - Author and co-author research papers;
  - Develop and undertake applied research in collaboration with businesses and other stakeholders;
  - Attendance and contributions (presentations) to annual international conferences;
  - General project management and coordination;
  - Foster links and collaboration with appropriate internal and external research groups working on similar themes.
- **Contribute to Public Engagement & Impact:** To explore all appropriate contributions to impact and engagement activities, such as community engagement and interactions with other public sector bodies, business and the third sector.
- **Develop Interdisciplinary Collaborations within the Institute:** to take an active role in facilitating and catalysing collaboration across disciplinary boundaries within the Institute. The Fellow will be working with the Director and using their initiative in developing a distinctive and inspiring collaboration across academic departments and research centres.
- **Apply for Grants:** To identify appropriate sources of external funding, write and contribute to



bids for research and/or enterprise related work working together with the Director and other researchers.

- **Supervise Students:** To work with the Director of the Institute and other researchers in identifying projects for suitably qualified applicants across the relevant areas, recruiting candidates, and being part of the supervisory team for them.
- **Support the Institute Administratively:** To contribute fully to the Institute by playing a role in working groups, committees and other activities.
- **Teaching:** To undertake teaching as appropriate to the level of post, to enable the candidate to meet the requirements of probation for a Lecturer level post at Grade 9, and to provide a good foundation in higher education practice for the Fellow's ongoing career. This will include teaching standalone modules/units at UG and PGT level as well as supervising students at UG and PGT levels.
- **Other Duties:** Such other duties, commensurate with the grading of the post that may be assigned by the Director of the Institute or their nominee.

Upon successful completion of the Fellowship the post holder will be appointed to a Lecturer level appointment and will continue to undertake the full range of research, teaching and administrative duties associated with an academic appointment at a higher level.

*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:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

January 2022

PERSON SPECIFICATION

<b>JOB TITLE: Postdoctoral Research Fellow (Institute of Public Health and Wellbeing)</b>	<b>POST REF: REQ05538</b>
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QUALIFICATIONS / PROFESSIONAL RECOGNITION	Essential	Desirable
<ul style="list-style-type: none"> <li>■ PhD in subject related disciplines or be close to the completion of a PhD (writing up or under examination).</li> </ul>	X	
<ul style="list-style-type: none"> <li>■ Postdoctoral research experience.</li> </ul>		X

EXPERIENCE/KNOWLEDGE	Essential	Desirable
<ul style="list-style-type: none"> <li>■ Publication of research that meets the criteria for submission to the Research Excellence Framework.</li> </ul>	X	
<ul style="list-style-type: none"> <li>■ Evidence of a research agenda, engagement in high-quality research activity and a developing research profile.</li> </ul>	X	
<ul style="list-style-type: none"> <li>■ Evidence of successful participation and contribution to interdisciplinary and national/international collaborations.</li> </ul>		X
<ul style="list-style-type: none"> <li>■ Experience of contributing to the preparation of successful bids for external funding.</li> </ul>		X
<ul style="list-style-type: none"> <li>■ Experience of interacting with non-academic sectors through impact activities or public engagement (research).</li> </ul>		X
<ul style="list-style-type: none"> <li>■ Experience of running and contributing to workshops, symposia and conferences.</li> </ul>		X
<ul style="list-style-type: none"> <li>■ Experience of successfully delivering teaching in respective discipline (e.g. Health and Data Science, Health Informatics, Health Informatics and AI, Human Rights and Health, Health Inequalities, Inequalities and Health) or demonstrable potential for achieving this.</li> </ul>	X	
<ul style="list-style-type: none"> <li>■ Experience of successful supervision of UG/PGT/PhD students to completion.</li> </ul>		X

SKILLS/ABILITIES	Essential	Desirable
<ul style="list-style-type: none"> <li>■ Excellent demonstrable communication and presentation skills.</li> </ul>	X	
<ul style="list-style-type: none"> <li>■ Excellent organisational and project management skills.</li> </ul>	X	
<ul style="list-style-type: none"> <li>■ Excellent interpersonal skills, and ability to inspire, connect, network and collaborate.</li> </ul>	X	
<ul style="list-style-type: none"> <li>■ Ability to work effectively and positively, both independently and as part of a team.</li> </ul>	X	
<ul style="list-style-type: none"> <li>■ Ability to teach, engage with and motivate students at both undergraduate and postgraduate level.</li> </ul>	X	
<ul style="list-style-type: none"> <li>■ Ability to effectively supervise students at both undergraduate and postgraduate level.</li> </ul>	X	

■ Excellent time management and organisational skills.	X	
■ Excellent IT skills.	X	
■ Possession of coherent research plan for the future.	X	
■ Potential to innovate in their research field.	X	
■ Potential for research to attract grant funding.	X	
■ Potential for research to have impact outside of the academic world.	X	
■ Ability to identify new opportunities for collaborations that contribute towards the objectives of the Institute for Public Health and Wellbeing.		X

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 collaborative working, particularly across disciplinary boundaries.	X	
■ An acknowledgement of the wider context in which higher education operate.	X	
■ A willingness to participate in extra-curricular departmental activities (e.g. recruitment, welcome events, employability events etc.).	X	

ELIGIBILITY	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>■ Ability to meet the requirements of UK 'right to work' legislation*.</li> </ul>	X	

\*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

### 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.**

### Our Strategy

Please find a link to the University of Essex Strategy webpages below:

<https://www.essex.ac.uk/about/university-strategy>

### Pay and benefits

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.

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](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

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