

RESOURCING/

Additional Information



Tizard Centre

The Tizard Centre is one of the leading UK academic groups working in learning disability and community care. Members of the Centre are selected both for their academic record and for their practical experience in services. The Centre provides short courses as well as degree and diploma programmes at the University of Kent, Canterbury and also undertakes an extensive programme of consultancy and research - both nationally and internationally. The primary aims of the Centre are: 1) to advance knowledge about the relationship between the organisation of community care services and their outcomes, and 2) to help service agencies (both purchasers and providers) develop their own competence to provide and sustain high quality, comprehensive community care services.

For further details, please visit: www.kent.ac.uk/tizard

About the University of Kent

The University of Kent is one of the country's leading academic institutions producing world-class research, rated internationally excellent and leading the way in many fields of study. Currently celebrating its 50th anniversary, it has nearly 20,000 students studying at Canterbury, Medway, Athens, Brussels, Paris and Tonbridge.

The 2016 Guardian University Guide sees Kent ranked 16th in the UK and among the top 20 universities for the third year running. In the National Student Survey, the University has consistently been rated by its own students as one of the best universities in the UK for the quality of its teaching and academic provision.

As the UK's European university, the University's strong impact is reinforced by long-standing partnerships with more than 100 universities in mainland Europe. It is the only UK university to have specialist postgraduate facilities in Brussels and Paris.

Kent has also developed relationships with many leading overseas universities outside Europe, including Hong Kong and China.

The Times Higher Education placed Kent 17th out of all multi-faculty institutions in the UK for research intensity in the 2014 Research Excellence Framework (REF). The REF also ranked Kent among the top 20% of UK Higher Education Institutions for research power. In 2013, the University joined with the universities of East Anglia and Essex to form the Eastern Academic Research Consortium and has twice been awarded the highly prestigious Queen's Anniversary Prize for Higher and Further Education.

The University of Kent is a major employer with around 3,000 members of staff, including more than 900 academic and research staff, and a full range of commercial services and administrative staff. Kent's reputation as being a good place to work is reflected in its top ranking in the Times Higher Education's (THE) Best University Workplace Survey for the second year running.

The University is also an important economic force in south-east England, worth £0.7 billion to the economy of the south east.

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HR EXCELLENCE IN RESEARCH

Website: www.kent.ac.uk

<p>Application Process:</p>	<p>Applications must be made via the University's online application system.</p> <p>You will be required to fill in the main details section of the application form as well as upload your CV and a summary document. Your summary should provide clear evidence and examples demonstrating where you meet the essential criteria for the post. We recommend a maximum of 4 x A4 sides for this document.</p> <p>Copies of certificates for qualifications you have stated you have achieved in your application will be requested at offer stage; in particular, those that were deemed as essential for the post.</p> <p>The link to the application procedure can be found by returning to the position details page and clicking on 'click here to apply for this job'.</p> <p>Applications must be received by midnight on the closing date (unless otherwise stated) and unfortunately late applications cannot be accepted.</p> <p>If you are invited to attend an interview we will contact you by email confirming the arrangements. If you are not successful at the shortlist stage, we will also contact you by email to let you know.</p>
<p>Feedback:</p>	<p>Due to the large number of applications we receive, we are unable to provide feedback at shortlisting stage. We will provide feedback, if requested, following an interview.</p>
<p>Test / Presentation:</p>	<p>Many of the posts will involve a test, presentation or assessment day as part of the interview process. This could be in the form a clerical or IT test or a requirement to deliver a short presentation. Full details will be confirmed to you by email.</p>
<p>Redeployment Policy:</p>	<p>Please note that applicants currently on the University of Kent redeployment register will be considered for this post prior to other applicants.</p> <p>For further information on our redeployment policy please visit: http://www.kent.ac.uk/hr-staffinformation/policies/redundancy-redeployment.html</p>
<p>Job Share:</p>	<p>Applications to job-share this post are welcomed. If you wish to apply on a job-share basis indicate this on your application and include:</p> <ul style="list-style-type: none"> ▪ If you are applying as part of a job-share team (please give name of sharer) or as an individual. ▪ The proportion of the job you would wish to work, expressed as a

	<p>percentage.</p> <ul style="list-style-type: none"> Whether you would be interested in the job on a full-time basis if a suitable sharer does not come forward.
Two Tick Symbol:	<p>The University of Kent is proud to operate within the 'Positive about Disability' Employment Pledge (Two Tick Symbol) and guarantee an interview to candidates who declare a disability and meet the essential criteria listed in the person specification.</p> <p>If you have a disability and require information regarding accessibility of our campus facilities please visit: http://www.disabledgo.com/en/org/university-of-kent</p>
Equality, Diversity and Inclusivity:	<p>The University of Kent's Institutional Plan for 2012-15 states our collective commitment to "promote diversity and inclusivity in the University community." All University staff are expected to be aware of, comply with, and support the University's policies with regards to ensuring and promoting equality, diversity and inclusivity. Relevant training and development should be undertaken, as required.</p> <p>Further information about EDI is available from the University's website at: http://www.kent.ac.uk/hr-equalityanddiversity/</p>
UK Visa and Immigration:	<p>The University of Kent is unable, under current immigration law, to employ candidates who are not eligible to live and work in the UK.</p> <p>For academic and research vacancies, or posts that require very specialist skills we can apply for a Certificate of Sponsorship (although there is no guarantee that this will be granted). This is on the basis that the criteria for such applications have been met.</p> <p>Please refer to the Home Office website if you require further information on their Certificate of Sponsorship procedure/requirements at http://www.bia.homeoffice.gov.uk/</p>
Salary Scale:	<p>Employees receive an increment annually until the top of the scale is reached. In addition, there is normally a nationally agreed annual cost of living salary increase.</p> <p>For new employees to the University, the first spine point of the grade is usually offered, unless otherwise agreed.</p> <p>Successful internal candidates on the same grade will transfer on their current spine point and the annual increment will not be affected. For those moving to a higher grade, the first spine point of the new grade will be offered, unless otherwise agreed.</p> <p>To view our salary scales visit: http://www.kent.ac.uk/hr-staffinformation/salary/index.html</p>

<p>Annual Leave:</p>	<p>Whilst there is no prescribed holiday entitlement for Research staff, a notional figure of 43 days per annum is applied (pro rata for part time staff); 8 of these days are reserved for bank/public holidays and 5 are 'customary' days when the University closes at Christmas.</p> <p>Research staff are expected to make arrangements for reasonable holidays with their line manager.</p> <p>For further information, please visit: http://www.kent.ac.uk/hr-staffinformation/documents/conditions-service/Academic-and-research-staff-feb14.pdf</p>
<p>Probation:</p>	<p>The Probation Scheme at the University of Kent is a 4-stage process over 6 months. For further information, please visit: http://www.kent.ac.uk/human-resources/probation/</p>
<p>Mediation Service:</p>	<p>The University of Kent Mediation Service provides an Alternative Dispute Resolution Service to all employees. It is completely free and confidential and offers you a positive, collaborative approach to resolving work-place conflict should it arise; supporting the University's collective interest in encouraging two-way dialogue and discussions, where people are able to jointly find solutions to differences.</p> <p><i>2012 winner, Best Newcomer to Mediation – National Mediation Awards</i></p> <p>For further details, please visit: http://www.kent.ac.uk/mediation/</p>
<p>Pension:</p>	<p>You will be automatically enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefit pension scheme.</p> <p>Staff who commence employment at the University of Kent from 1 October 2011 who are not current members of the USS Scheme (either from their employment elsewhere or at the University of Kent) who wish to join the Scheme will pay an employee contribution rate of 6.5% of salary. The University contributes a sum equal to 16% of salary.</p> <p>Staff who commence employment at the University of Kent from 1 October 2011 who are current members of USS (either from their employment elsewhere or at the University of Kent) or who have previously been a member of USS and wish to re-join the Scheme will pay an employee rate of 7.5% of salary. The University contributes a sum equal to 16% of salary. <i>NB To qualify to re-join USS under this arrangement there must not be a gap of more than 30 months since you were last a member of the Scheme.</i></p> <p>https://www.kent.ac.uk/finance-staff/services/payrollandpensions/pensions.html</p>

	<p>There are important changes to the USS pension scheme that are currently being considered. For further information please see: http://www.kent.ac.uk/hr-staffinformation/uss-consultation/changes.html</p>
<p>Work Life Balance:</p>	<p>The University recognises that staff have responsibilities and interests that have to be balanced with working life. It is the University's aim to create a well-managed, flexible working environment that supports staff and their families, promotes welfare, maintains working practices and provides a productive balance between work and life outside work. Operational needs must be taken into account, but managers are encouraged to be innovative in organising their team and respond positively to requests to alter working patterns to enable staff to fulfil more effectively their professional and personal commitments.</p> <p>For further information, please visit: http://www.kent.ac.uk/hr-staffinformation/policies/family/flexible-working.html</p>
<p>Childcare:</p>	<p>Oaks Day Nursery (Canterbury Campus):</p> <p>The Oaks Nursery based at the Canterbury Campus is an excellent benefit for staff and a great asset to the University.</p> <p>Places are offered on a first come first served basis and baby places are particularly limited so staff may wish to make contact as soon as their pregnancy is confirmed.</p> <p>For more information: http://www.kentunion.co.uk/oaksnursery/</p> <p>Medway Campus:</p> <p>There is no University run day nursery at the Medway Campus, however the closest nursery to the campus is run by Busy Bees. For more information: http://www.busybeeschildcare.co.uk/nursery/chatham</p>
<p>Childcare Vouchers and Nursery Salary Exchange Scheme:</p>	<p>Childcare Vouchers</p> <p>The University participates in a childcare voucher scheme, through Busy Bees Benefits Limited, which is a simple straight forward and cost effective way to pay for childcare. Under the scheme part of your salary is 'sacrificed' in exchange for childcare vouchers. As the vouchers are non-taxable and exempt from national insurance contributions significant savings can be made on childcare costs. These vouchers can be used to pay towards registered childcare</p> <p>For further details visit: http://www.kent.ac.uk/hr-staffinformation/policies/family/</p>

	<p>For further details about the proposed Government Tax-free Childcare scheme, and its impact on childcare vouchers, visit: https://www.kent.ac.uk/hr-staffinformation/policies/family/changes-to-childcare-vouchers.html</p> <p>Nursery Salary Exchange Scheme</p> <p>Workplace Nurseries are childcare facilities provided by an employer and which are offered to employees, through a tax efficient salary sacrifice scheme. The Workplace Nursery Salary Exchange Scheme (for users of the Oaks Nursery on Canterbury Campus) enables eligible staff to opt to receive a lower salary – a salary exchange – in return for the University paying an equivalent amount of his/her nursery fees, via an amendment to contract. This arrangement means staff agree to receive a lower amount of gross pay and in return will be provided with free (or part thereof) workplace nursery places.</p> <p>For further details visit: http://www.kent.ac.uk/hr-staffinformation/policies/family/salary-exchange-scheme.html</p>
<p>Relocation</p>	<p>The University offers assistance with relocation expenses for those who have to move to the vicinity of a University Campus to a post, which is tenable for two or more years.</p> <p>For further details, please visit: http://www.kent.ac.uk/hr-staffinformation/documents/policies/relocation/after_01_01_10/1%20Relocation%20Expenses%20Policy%20for%20Staff%20Appointed%20After%201%20Jan%202010.pdf</p>
<p>Full Terms & Conditions</p>	<p>http://www.kent.ac.uk/hr-staffinformation/conditions-of-service/</p>