

## RESOURCING/ Additional Information



### Portafina Investment Management Ltd

Portafina is one of the fastest growing independent financial advice specialists in the UK. They have got there by introducing and refining processes throughout the business that are highly innovative in the sector; hiring great people and giving them an environment in which they can thrive.

Operating in the so-called “advice gap”, Portafina use their efficient back-end processes and technology to provide professional advice to mass-market clients who have been ignored by the traditional financial advice firms. They now have the opportunity to scale the business.

Financial advice has become a fast-moving industry at a time when Portafina is still in the exciting growth phase of business. New disruptive technology is emerging, people’s attitudes towards their savings and how they use them are changing, and the government has been playing with the regulations as well. All of these are opportunities to a business like Portafina.

For further details, please visit: <https://www.portafina.co.uk/>

### School of Computing

The School of Computing at Kent is a welcoming and supportive environment that has been recognised with a Bronze Athena SWAN award. We are a well-balanced, inclusive and diverse community that aims to further enhance our achievements and reputation in teaching, research and innovation.

The School is located on two impressive campuses at Canterbury and Medway. Both are safe, friendly, well-equipped and in desirable locations, with excellent schools and a wealth of cultural links and superb transport connections.

The Medway campus is home to the BSc Software Engineering, Computing, and Business Information Technology undergraduate programmes, as well as PhD degree programmes. We plan to deliver a BSc Artificial Intelligence programme from September 2020. Medway is a vibrant and modern campus just over half an hour from London by train, located in one of the most historic areas in the country. Medway provides outstanding research, teaching, learning and leisure opportunities for 3000 students under a unique co-location concept shared by three universities. As well as award-winning buildings and brand new facilities, the campus encompasses the Historic Dockyard heritage area, launch site of Admiral Nelson’s flagship HMS Victory which today provides a period backdrop for numerous films and television dramas such as *Call the Midwife* and *Sherlock Holmes*.



The Canterbury campus is home to Computer Science undergraduate, Master's and PhD degree programmes. The campus houses some 16,000 students across all disciplines, with 125 nationalities represented, and has a very cosmopolitan feel. Founded in 1965, it is the University's original site and is built on parkland overlooking the city centre with fast transport links to London and mainland Europe. The campus is self-contained and includes student accommodation, a library, sports centre, theatre, nightclub, cinema, places to eat and bars, shops and a medical centre.

For further details, please visit: <https://www.cs.kent.ac.uk/>

## **About the University of Kent**

The University of Kent is a leading UK university producing world-class research, rated internationally excellent and leading the way in many fields of study. Our 20,000 students are based at campuses and centres in Canterbury, Medway, Athens, Brussels, Paris, Rome and Tonbridge.

With 97% of our research judged to be of international quality in the most recent Research Assessment Framework (REF2014), our students study with some of the most influential thinkers in the world. Universities UK recently named research from the University as one of the UK's 100 Best Breakthroughs of the last century for its significant impact on people's everyday lives.

We are renowned for our inspirational teaching. Awarded a gold rating, the highest, in the UK Government's Teaching Excellence Framework (TEF), we were presented with the Outstanding Support for Students award at the 2018 Times Higher Education (THE) Awards for the second year running.

Our graduates are equipped for a successful future allowing them to compete effectively in the global job market. More than 95% of graduates find a job or study opportunity within six months.

Known as the 'UK's European university', our international outlook is a major focus and we believe in our students developing a global perspective. Many of our courses provide opportunities to study or work abroad; we have partnerships with more than 400 universities worldwide and are the only UK university to have postgraduate centres in Athens, Brussels, Paris and Rome.

The University is a truly international community with over 40% of our academics coming from outside the UK and our students representing over 150 nationalities.

We are a major economic force in south east England, supporting innovation and enterprise. We are worth £0.9 billion to the economy of the south east and support more than 9,400 jobs in the region.

In March 2018, the Government and Health Education England (HEE) announced that the joint bid by the University of Kent and Canterbury Christ Church University for funded places to establish a medical school has been successful. The first intake of undergraduates to the Kent and Medway Medical School will be in September 2020.

We are proud to be part of Canterbury, Medway and the county of Kent and, through collaboration with partners, work to ensure our global ambitions have a positive impact on the region's academic, cultural, social and economic landscape.

Website: [www.kent.ac.uk](http://www.kent.ac.uk)

## Institutional Plan

We are a forward-thinking research institution, committed to the transformative power of education and research and to the development and support of our students and staff.

Our objective is to secure our position as a top 20 UK university and be a globally recognised research institution by 2020.

Please visit: <https://www.kent.ac.uk/about/plan/>

<b>Application Process:</b>	<p><b>For Grades 1-6:</b></p> <p>Applications must be made via the University's online application system.</p> <p><b>For all Posts:</b></p> <p>You should provide clear evidence and examples demonstrating where you meet the criteria for the post.</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 <b>midnight</b> on the closing date (unless otherwise stated) and unfortunately late applications cannot be accepted. 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>
<b>Feedback:</b>	<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>
<b>Test / Presentation:</b>	<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>
<b>Disability Confident Committed:</b>	<p>The Two Ticks scheme has been replaced by the "disability confident" scheme.</p> <p>As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for our job vacancies.</p> <p>If you have a disability and require information regarding accessibility of our campus facilities please visit: <a href="http://www.disabledgo.com/en/org/university-of-kent">http://www.disabledgo.com/en/org/university-of-kent</a></p>
<b>Equality, Diversity and Inclusivity:</b>	<p>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: <a href="http://www.kent.ac.uk/hr-equalityanddiversity/">http://www.kent.ac.uk/hr-equalityanddiversity/</a></p>
<b>UK Visa and Immigration:</b>	<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><b>PLEASE NOTE</b> - If you require/hold a visa to work in the UK, it is your responsibility to check the Home Office website to ensure that you understand the rules and the documentation required. It is also important to note that the rules concerning visas are changed and/or amended regularly.</p> <p>The Home Office website is: <a href="https://www.gov.uk/government/organisations/uk-visas-and-immigration">https://www.gov.uk/government/organisations/uk-visas-and-immigration</a></p>
<b>Salary Scale:</b>	There is normally a nationally agreed annual cost of living salary increase.
<b>Annual Leave:</b>	<p>The annual leave entitlement is 25 days, plus 8 public holidays. Three days are pre-allocated for the Christmas shut down.</p> <p>Hours of work are 8am – 4pm Monday through to Friday.</p>
<b>Probation:</b>	The probation period is 3 months
<b>Pension:</b>	<p>You will be automatically enrolled to become a member of SAUL (Superannuation Arrangements of the University of London) – a defined benefit pension scheme.</p> <p>Staff who wish to join the scheme will enter the Career Averaged Related Earnings (CARE) section. CARE benefits are based upon salary earned each year increased to retirement.</p> <p>Members of SAUL will pay 6% of basic salary. The University contributes a sum equal to 16% of salary.</p> <p>For further information, please visit: <a href="http://www.kent.ac.uk/human-resources/pensions/SAUL-home.html">http://www.kent.ac.uk/human-resources/pensions/SAUL-home.html</a> or <a href="http://www.saul.org.uk">www.saul.org.uk</a></p>
<b>Work Life Balance:</b>	<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>

**Childcare  
Vouchers and  
Nursery Salary  
Exchange  
Scheme:**

**Childcare Vouchers**

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.

From 5 October 2018, the Government will be launching a new Tax-Free Childcare scheme and therefore childcare vouchers will no longer be available to new applicants. Instead, staff joining the University after 5 October 2018 may be able to get Tax-Free Childcare paying up to £500 every 3 months (£2,000 per year) for each child to help with childcare costs. See <https://www.gov.uk/help-with-childcare-costs/tax-free-childcare> for further information.

**Nursery Salary Exchange Scheme**

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.