RESOURCING/

Additional Information

School of Computing

The School of Computing at Kent is part of the Division of Computing, Engineering and Mathematical Sciences. We are 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 the impressive Canterbury Campus, overlooking the historic city of Canterbury. We are consolidating all our activity at Canterbury, with the staff and students currently at the satellite Medway Campus moving to Canterbury from Summer 2021. The Canterbury Campus is a safe, friendly, well-equipped and in a desirable location, close to excellent schools, a wealth of cultural links and superb transport connections. 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.

Teaching:
We teach a wide variety of undergraduate and postgraduate courses. All our undergraduate degrees include the possibility of a year in industry between the second and final years. Our dedicated Placement Officers provide guidance throughout the whole process and support students while they are on their placements. Our students have an excellent record of employability. For full details of all our undergraduate degrees, see: https://www.cs.kent.ac.uk/ug/degrees.html

Research:
The School has internationally-recognised research in 4 broad research groups, full details of which are at: https://www.cs.kent.ac.uk/research/index.html

Staff and students are members of one or more research groups. The Research groups are:
- Computational Intelligence
- Cyber Security
- Data Science
- Programming Languages and Systems

The REF 2014 ranked us in the top quartile of 89 UK Computing departments, coming 22nd for Research Power and 12th for Research Intensity, and we anticipate improving on this in the next REF. Research and innovation income in the school is increasing year on year. The School currently has some 45 research students across all its research groups.

Innovation and Enterprise:
The School’s research has impact on the products, services and practice of the software industry, on the use of computing systems in a range of industrial and social sectors, and on the education and training of programmers in schools, Higher Education Institutions and business. The School values the contributions of its staff towards innovation and enterprise.

V6.0 – 25 April 2018
Students are a key part of the School’s engagement with industry. The Kent IT Consultancy (KITC), which provides IT consultancy for businesses across Kent, is staffed by students under the supervision of an experienced IT consultant. Since its inception in 2004, the KITC has generated more than £70k external income, as well as giving face to face IT consultancy experience to more than a hundred students.

As well as the KITC, student placements give the majority of undergraduate students in the School one year’s experience in industry. Placements are in IT companies, in large enterprises as well in small to medium-sized enterprises in the region.

More details about the School can be found on our website: www.cs.kent.ac.uk

About the University of Kent

Established in 1965, the University of Kent – the UK’s European university – now has almost 20,000 students across campuses or study centres at Canterbury, Medway, Tonbridge, Brussels, Paris, Athens and Rome.

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. You can find more about our plans at www.kent.ac.uk/about/plan.

In June 2017 the University was awarded a Gold rating, the highest, in the UK Government’s Teaching Excellence Framework (TEF). It was ranked 17th in the UK for research intensity (REF 2014), with world-leading research in all subjects and 97% of its research deemed to be of international quality. You can find further information about the University at www.kent.ac.uk/discover.

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<tr>
<th>Application Process</th>
<th>Applications must be made via the University’s online application system. You will be required to fill in the main details section of the application form as well as upload your CV and a cover letter. Your cover letter should clearly and explicitly address the requirements of the Person Specification and you should provide clear evidence and examples in your application which back-up any assertions you make in relation to each criterion. We recommend a maximum of 4 x A4 sides for this document.</th>
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<td>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.</td>
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<td>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’. Applications must be received by midnight on the closing date and unfortunately late applications cannot be accepted.</td>
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<td>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.</td>
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<td><strong>Feedback:</strong></td>
<td>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.</td>
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<td><strong>Presentation:</strong></td>
<td>Most Academic posts will involve a presentation as part of the interview process. Full details will be confirmed to you by email.</td>
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| **Redeployment Policy:** | Please note that applicants currently on the University of Kent redeployment register will be considered for this post prior to other applicants.  
For further information on our redeployment policy please visit: [https://www.kent.ac.uk/hr-staffinformation/policies/redeployment.html](https://www.kent.ac.uk/hr-staffinformation/policies/redeployment.html) |
| **Job Share:** | 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:  
- 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 percentage.  
- Whether you would be interested in the job on a full-time basis if a suitable sharer does not come forward. |
| **Two Ticks Symbol / Disability Confident:** | The Two Ticks scheme has been replaced by the “disability confident” symbol. We have therefore removed the Two Ticks symbol from our webpages and documentation.  
The University is currently reviewing the replacement scheme but until we complete this process, we will continue to commit to the principles embedded within the Two Ticks scheme and welcome applications from anyone who has a disability.  
We will interview all applicants who declare a disability and evidence in their application that they meet the essential criteria for a job vacancy.  
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](http://www.disabledgo.com/en/org/university-of-kent) |
| **Equality, Diversity and Inclusivity:** | 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.  
Further information about EDI is available from the University’s website at: [http://www.kent.ac.uk/hr-equalityanddiversity/](http://www.kent.ac.uk/hr-equalityanddiversity/) |
| **UK Visa and Immigration:** | The University of Kent is unable, under current immigration law, to employ candidates who are not eligible to live and work in the UK.  
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.

**PLEASE NOTE** - 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.

The Home Office website is: [https://www.gov.uk/government/organisations/uk-visas-and-immigration](https://www.gov.uk/government/organisations/uk-visas-and-immigration)

| Salary Scale: | 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.

For new employees to the University, the first spine point of the grade is usually offered, unless otherwise agreed. The scale (ie top and bottom spine points) appears on the advert and the Job Description.

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. |
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<td>Annual Leave:</td>
<td>Whilst there is no prescribed holiday entitlement for Academic/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.</td>
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| Post Graduate Certificate in Higher Education: | Post Graduate Certificate in Higher Education: Depending on qualifications and experience, there may be a requirement to register for, and complete the Kent Post Graduate Certificate in Higher Education. This part time 60 credit, Masters level programme is specifically designed for academic colleagues who embark on a research and/or teaching career in Higher Education, and consists of two core modules:

- An introduction to Learning, Teaching and the Academic Environment
- Critical Perspectives on Academic Practice

And two modules of choice from a range of seven.

The department is expected to take the commitment to this programme into account when allocating the workload and a departmental mentor is assigned until completion.

The programme is accredited by the Higher Education Academy which ensures this Kent qualification is portable across the British HE sector. If you already have a teaching qualification or substantial experience of research and/or learning and teaching in their broadest sense, you may be eligible for exemption from parts of the programme.

To find out more about the programme, please refer to the website: [http://www.kent.ac.uk/teaching/qualifications/index.html](http://www.kent.ac.uk/teaching/qualifications/index.html) |
| Probation: | For further information, please visit: [http://www.kent.ac.uk/hr-staffinformation/documents/policies/probation/academic_probation/1-Academic-staff-probation-policy.pdf](http://www.kent.ac.uk/hr-staffinformation/documents/policies/probation/academic_probation/1-Academic-staff-probation-policy.pdf) |
| **Pension:** | You will be automatically enrolled to become a member of USS (Universities Superannuation Scheme).

Staff who wish to join the Scheme will enter the USS Retirement Income Builder, which is a type of defined benefit pension scheme where benefits are based on each year’s salary throughout your period of membership (on a Career Revalued Benefits basis). You will pay a monthly contribution equal to 8% of salary, while the University contributes 18%.

You will also gain access to the USS Investment Builder, a defined contribution section where benefits at retirement are based on the contributions made by you and the University and the performance of the funds that your contributions are invested in. All members will have the option to join this section in addition to the USS Retirement Income Builder, whilst earners above the salary threshold of £55,550 p.a. will join automatically and pay core contributions above the salary threshold into this section.

A period of consultation regarding proposed changes to USS was due to begin on 19 March 2018 between employers and USS scheme members and affected staff. This consultation has been suspended whilst a Joint Expert Panel is convened by Universities UK (UUK) and the University College Union (UCU to review the USS valuation, process and assumptions and to agree key principles to underpin the future joint approach to the valuation of the USS fund. Current pension benefits are guaranteed until at least April 2019 whilst the panel concludes its work. Further information and updates are available at [https://www.kent.ac.uk/human-resources/pensions/uss-changes-nov17/index.html](https://www.kent.ac.uk/human-resources/pensions/uss-changes-nov17/index.html).

For general scheme information see: [http://www.kent.ac.uk/human-resources/pensions/USSHOME.html](http://www.kent.ac.uk/human-resources/pensions/USSHOME.html) or the USS website: [https://www.uss.co.uk/members/members-home/the-uss-scheme](https://www.uss.co.uk/members/members-home/the-uss-scheme).

| **Work Life Balance:** | 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.

| **Childcare:** | **Oaks Day Nursery (Canterbury Campus):** The Oaks Nursery based at the Canterbury Campus is an excellent benefit for staff and a great asset to the University. 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. For more information: [http://oaksnurserykent.co.uk/](http://oaksnurserykent.co.uk/)

**Medway Campus:** |
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](http://www.busybeeschildcare.co.uk/nursery/chatham)

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<th>Childcare Vouchers and Nursery Salary Exchange Scheme:</th>
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| **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](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. |

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<th>Travel Expenses and Relocation:</th>
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| **Travel Expenses**  
Travel between an employee’s home and their normal place of employment (as specified in the contract of employment) is private travel and will not be reimbursed by the University. Employees who spend time working at home but otherwise have a place of work at a University location must also treat travel to and from that location as a private journey. Employees whose contract of employment specifies that their place of work is their home address, but occasionally visit a University location, may treat the travel as a business journey. This should be taken into consideration before accepting the role and salary on offer. |
| **Relocation**  
To support our aim to attract excellent people to Kent, the University offers comprehensive and flexible assistance to those looking to relocate. Relocation expenses can be made available for those who have to move to the vicinity of a University Campus to a post, which is tenable for two or more years, and a Grade 7 or above. |