

RESOURCING/ Additional Information



Unit for the Enhancement of Learning and Teaching – Quality Assurance Office

The Quality Assurance Office is responsible for maintaining the regulatory and procedural framework through which the standards of the University's awards are assured and the quality of its programmes is enhanced. The Office also sets out and provides guidance on the University's procedures for establishing and maintaining collaborative provision.

We provide secretarial support and guidance to several key University committees, including the Education Board and the Programme Approval Sub-Committee, on matters relating to the internal and external frameworks for quality assurance, with particular regard to the various chapters of the UK Quality Code.

We also provide support and guidance in preparing for external quality reviews, with respect, in particular, to the TEF and any institutional review undertaken by the QAA.

The Office is part of the Unit for the Enhancement of Learning and Teaching. For further details, please visit: www.kent.ac.uk/teaching/qa/index.html

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.

It was ranked 22nd in the Guardian University Guide 2018 and in June 2017 was awarded a gold rating, the highest, in the UK Government's Teaching Excellence Framework (TEF).

In 2018 it was also ranked in the top 500 of Shanghai Ranking's Academic Ranking of World Universities and 47th in the Times Higher Education's (THE) new European Teaching Rankings.

Kent is ranked 17th in the UK for research intensity (REF 2014). It has world-leading research in all subjects and 97% of its research is deemed by the REF to be of international quality.

Along with the universities of East Anglia and Essex, Kent is a member of the Eastern Arc Research Consortium (www.kent.ac.uk/about/partnerships/eastern-arc.html).

The University is worth £0.7 billion to the economy of the south east and supports more than 7,800 jobs in the region. Student off-campus spend contributes £293.3m and 2,532 full-time-equivalent jobs to those totals.

Kent has received two Queen's Anniversary prizes for Higher and Further Education.

Website: www.kent.ac.uk



<p>Application Process:</p>	<p>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.</p> <p>If there is a requirement to 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.</p> <p>If there is a requirement to complete the Supporting Statements section of the application, you should provide clear evidence and examples demonstrating how 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>Applications must be received by midnight 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>
<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>Secondment Opportunity:</p>	<p>Current University employees who wish to apply for this post on a secondment basis are most welcome.</p> <p>Please be aware that approval from your current line manager is required for an internal secondment to take place. Therefore, this approval should be sought at the earliest opportunity.</p> <p>Should you or your line manager wish to discuss the secondment opportunity in further detail please do not hesitate to contact Louise Barlow: l.j.barlow@kent.ac.uk</p> <p>For further information on our internal secondment policy please visit: https://www.kent.ac.uk/hr-staffinformation/documents/policies/internalsecondment/Internal%20Seco ndments%20-%20Policy%20and%20Procedure.pdf</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 percentage.

	<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.
Disability Confident Committed:	<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: http://www.disabledgo.com/en/org/university-of-kent</p>
Equality, Diversity and Inclusivity:	<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: 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 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.</p> <p>The Home Office website is: https://www.gov.uk/government/organisations/uk-visas-and-immigration</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. The scale (ie top and bottom spine points) appears on the advert and the Job Description.</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>
Annual Leave:	<p>The annual leave entitlement is 25 days, plus 8 public holidays and 5 additional days for full-time staff, 5 of the additional days are taken between Christmas and New Year when the University closes. Part-time receive a pro-rata entitlement.</p>

Probation:	The Probation Scheme at the University of Kent is a 4-stage process over 6 months.
Pension:	<p>You will be contractually enrolled to become a member of SAUL (Superannuation Arrangements of the University of London) – a defined benefit pension scheme.</p> <p>Staff 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>If you elect to opt out of the pension scheme as soon as you join, you may be auto enrolled immediately. You may also be auto enrolled on our re-enrolment date which is every three years. Please see the link below for more information on auto enrolment: https://www.kent.ac.uk/human-resources/pensions/auto-enrolment.html</p> <p>For further information, please visit: http://www.kent.ac.uk/human-resources/pensions/SAUL-home.html or www.saul.org.uk</p>
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:	<p>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/</p> <p>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</p> <p>In October 2018 the Government launched a new Tax-Free Childcare scheme; new members of staff may now 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.</p>

	See https://www.gov.uk/help-with-childcare-costs/tax-free-childcare for further information.
Nursery Salary Exchange Scheme:	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.