

OUR PEOPLE PRACTICES/ RESOURCING

Additional Information for Applicants



T.M.L.E.P Ltd

TMLEP is a pioneering independent clinical practice, providing clinical investigations, analytics and HealthTech solutions to healthcare providers, insurers, lawyers and regulators across the globe with the clear aim of ensuring healthcare standards and patient safety are improved.

About the University of Kent

We are ambitious for our people, our communities and the region we serve – join us in making the world a better place. Visit our website for more on who we are: <http://www.kent.ac.uk/about/>

School of Mathematics, Statistics and Actuarial Science (Division of Computing, Engineering and Mathematical Sciences)

The School of Mathematics, Statistics and Actuarial Science (SMSAS) 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 Silver Athena SWAN award. We are an inclusive and diverse community that aims to further enhance our achievements and reputation in teaching, research and innovation.

Research:

There are strong research groups in Mathematics and Statistics and growing research strength in Actuarial Science. Research in SMSAS is organised around 6 broad themes:

- Actuarial Risk Management;
- Algebra, Geometry and Topology;
- Mathematical Analysis and Computational Mathematics;
- Mathematical Physics and Nonlinear Systems;
- Statistical Ecology;
- Statistical Methodology and Applications.

Division of Natural Sciences

The Division of Natural Sciences is a thriving academic community with a strong tradition of interdisciplinarity. Our portfolio spans Biosciences, Physics & Astronomy, Chemistry & Forensic Science, Sport & Exercise Sciences, Medway School of Pharmacy and the newly founded Kent and Medway Medical School (KMMS). For further details, please visit: <https://www.kent.ac.uk/about/natural-sciences>.

For further details, please visit: <https://www.kent.ac.uk/about/natural-sciences>

Application & Selection

The following provides some general information in relation to our application and selection processes:-

1. Your application

All 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. Whether you upload a CV and cover letter or are required to complete the supporting statements section of the application, you should clearly and explicitly address the requirements of the Person Specification and you should provide evidence and examples which back-up any assertions you make in relation to each criterion.

Secondment: current University employees who wish to apply for this post on a secondment basis are most welcome. Approval from your current line manager is required.

Job share applications: If you wish to apply on a job-share basis please email the relevant HR team member to discuss. We will need to understand:

- 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.

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.

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.

2. Equality, Diversity & Inclusivity

As a Disability Confident Employer, we guarantee to interview all disabled applicants who meet the essential criteria for our job vacancies.

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>

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 will be provided, as required.

3. UK Visa & Immigration

The University of Kent is unable, under immigration law, to employ candidates who are not eligible to live and work in the UK. For eligible roles, 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 by the individual and the University.

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

including the introduction of a new Points-Based System from January 2021 which treats EEA and non-EEA citizens equally.

4. Assessment Testing

We use a variety of assessment methods as part of the selection process, such as psychometric testing, ability tests, group or individual presentations, time management or task prioritisation and problem solving exercises. Most academic posts will involve applicants making a presentation as a minimum.

Full details of any assessment tests will be confirmed to you by email as part of the interview notification process.

General Terms and Conditions

1. Salary Offers

There is normally a nationally agreed annual cost of living salary increase

2. Pension

You will be contractually enrolled to become a member of SAUL (Superannuation Arrangements of the University of London) – a defined benefit pension scheme.

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>

Further details of this scheme can be found by following this link [SAUL Website](#)

3. 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.

4. Annual Leave

The annual leave entitlement is 20 days in the first year, with an extra day for each year worked (up to a maximum of 5), plus public holidays.

5. Probation

The probation period is 3 months.

If your application is successful you will be sent more information about your probation period at point of offer.

Employee Benefits

The University offers a range of employee benefits which include:-

Childcare

We offer access to the Government run tax free childcare and workplace nursery salary exchange scheme.

Employee Assistance Programme (EAP)

Here at Kent we highly value the wellbeing and health of our staff. Our EAP is a mechanism to show this commitment, working together with our chosen provider Carefirst/Sodexo to offer a range of support.