

# OUR PEOPLE PRACTICES/ RESOURCING

## Additional Information for Applicants



## 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/>

## 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

For new employees to the University, the first spine point of the grade is usually offered, unless otherwise agreed. New employees appointed after 30 April qualify for standard progression on 1 October the following year.

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.

Employees will usually receive annual standard progression (automatic) increments until the top of the standard progression scale is reached. In addition, there is normally a nationally agreed annual cost of living salary increase. Further discretionary salary awards are available on the basis of performance.

Staff paid on the Professorial or Senior Professional Staff Pay Scales will receive an annual invitation to apply for an additional salary award.

### 2. Pension

The University operates two generous pension schemes, USS (open to all staff grade 7+ and Research Assistants) and SAUL (open to all staff grade 1-6). Upon appointment all eligible members of staff will be deemed to be members of the appropriate scheme based on their grade or role, full details of which will be sent to you when you start work.

Further details on the both schemes can be found by following the link to either the [USS website](#) or [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.

To assist with work life balance, the University operates a Hybrid Working Scheme whereby all professional services staff on UK employment contracts may apply to work off-campus for up to two days per week - allowing staff more choice and control over where they work. The number of remote-working days that can be applied for depends upon the number of days on which staff are contracted to work. Managers will consider requests taking into account the nature of the role and other operational requirements; and are encouraged to facilitate hybrid working where operationally possible.

### 4. Annual Leave

For Professional Services staff and Research Assistants, the full-time leave entitlement is 30 days plus all public and other statutory holidays. In addition there are five customary days, fixed by the University which are normally taken between Christmas and New Year when the University closes. This would be pro rata for part time staff.

Whilst there is no prescribed holiday entitlement for Academic or Research staff, a notional figure of 43 days per annum is applied (pro rata for part time staff). Periods outside of term time are covered by the annual leave allowance (unless agreed otherwise) and you are expected to take all leave during these periods.

### 5. Probation

The normal period of probation for newly appointed academic staff is three years. For all other staff the probation period is six months.

**Academic staff:** Depending on qualifications and experience, there may be a requirement to register for, and complete the Kent Post Graduate Certificate in Higher Education. To find out more about the programme, please refer to the website: <http://www.kent.ac.uk/teaching/qualifications/index.html>

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

As well as the Oaks independently run day nursery at our Canterbury campus, we also offer access to the Government run tax free childcare and workplace nursery salary exchange scheme. For further information on Oaks provision please email them direct at [oaksnursery@kent.ac.uk](mailto:oaksnursery@kent.ac.uk)

### **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.

### **Salary Finance**

Launched on 1 March 2023, this scheme offers financial wellbeing benefits to staff such as access to savings, affordable loans and engaging financial education.

### **Staff Study**

Eligible staff may qualify for up to 50% contribution towards the cost of tuition fees for degree courses undertaken at Kent.

### **Kent One Card**

As well as acting as a staff ID, providing access to onsite library facilities, your Kent One Card can also be used as a pre-loaded cashless card across a range of University outlets.

### **Staff Discounts**

Upon production of the Kent One Card, staff can access a range of discounts with the following local businesses: Gulbenkian Cinema and Theatre, Eurotunnel, Historic Dockyard Chatham, Blackwells Book Shop and Kent Cricket.

### **Perks at Work**

Is a dedicated discount website with access to over 30,000 employee discounts across 20 different categories.

### **Software**

Employees can download and use software for their personal use for free or at reduced rates.

### **Kent Sport**

Discounted staff membership to all sports facilities across the Canterbury campus.