

RESOURCING/ Additional Information

Kent Business School

Kent Business School (KBS) is a leading Business School, ranked in the top 30 in the UK and is accredited by The Association to Advance Collegiate Schools of Business (AACSB) which places KBS within the top institutions globally for business degrees, with only 5% of the world's Business Schools attaining this accreditation.

Engaging teaching, world-class research, professional partnerships and an international community create an exciting atmosphere in which to learn, where innovation is encouraged and challenges welcomed. We are a research-intensive business school that produces rigorous and relevant knowledge which informs and impacts on the practice of management. Acting as an intellectual hub, we aim to develop innovative and sustainable approaches to management that address organisational and societal challenges. We are committed to developing employable, ethical and responsible graduates as well as managers and leaders who will make a difference. The appointment of new and highly motivated staff has transformed the research culture within the School, attracting interest nationally and internationally.

KBS is the largest school within the University and the Faculty of Social Sciences. The School has 2388 students and 137 staff. We offer a strong and growing portfolio of undergraduate, postgraduate taught and research programmes on our two campuses in Canterbury and Medway. The School also delivers part of its MBA programme in Brussels and Paris.

We are investing in our programmes, staff, and facilities. In Canterbury, KBS moved into their new home 'Sibson' in early 2017. The state-of-the-art building with new teaching and learning rooms and modern social and breakout areas, encapsulate KBS academic values and identity.

In Medway, KBS re-located to the Historic Dockyard, occupying the 'Sail and Colour Loft'. Here, modern learning facilities feature within an iconic historic building forming inspiring learning spaces. Further expansion of these facilities is due to be completed in 2019 providing further space for both students and staff.

Professional Services

The role is based within the professional service team whose primary function is to provide administrative support and management to key services that support the infrastructure, decision-making processes and strategy of the School.

The professional service function is supported by 45 full-time or part-time professional service staff at the Canterbury and Medway campuses.

Research

We are a forward-looking Business School with international reach and research strengths in a range of areas. The School has successfully developed the level and standard of its research in the REF 2014, which has allowed us to submit more than 70% of our research active staff, building on a base of more than half of the School's research activity (67%) being classified as 'world leading/internationally excellent' (3* and 4*).

Kent Business School's overall GPA weighted ranking positions the School at 32 in the UK for business and management studies, with 76% of research submitted by Kent Business School gaining the top 3 or 4-star rating for its impact, deeming it either 'outstanding' or 'very considerable' with wide ranging impacts on society, the economy, culture, health and welfare, public policy and the environment.

Our strategic priority is to continue to develop the School's research and impact by appointing new, especially senior, staff and through developing the potential of our current staff. We expect our senior faculty to be enthusiastic and entrepreneurial research leaders who set an example for colleagues throughout the School.

The School's research portfolio is currently focussed around six subject areas:

- Accounting
- Finance
- Management Science (including Operations Research & Information Systems)
- Marketing
- Strategy and International Business
- People, Management and Organisation

We encourage collaboration across groups and welcome the contributions of new faculty members to take an active role in shaping the research agenda in the subjects as well as cross-cutting themes, such as sustainability, innovation and enterprise. We are keen to collaborate across disciplines and subject areas with a view to demonstrate impact. Where appropriate we seek to complement our strengths by actively developing partnerships inside and outside the University. The School is also keen to increase its research and consultancy income – an area to which the new post holder is expected to make a contribution.

Learning and Teaching

At KBS we see ourselves as a research-led school that takes teaching seriously. We feel strongly about delivering a top-quality learning experience and are looking to recruit likeminded scholars who feel passionate about teaching. The University and Kent Business School have repeatedly demonstrated excellence in learning and teaching. For example:

- The University of Kent was awarded a gold rating, the highest, in the recent UK Government's Teaching Excellence Framework (TEF)
- In the 2019 Complete University Guide Kent Business School was ranked 1st in South East England for Marketing, and 3rd in South East England for Business and Management.
- In the 2019 Guardian University Guide Kent Business School was ranked 7th in the UK for Business, Management & Marketing graduating students' career prospects.

The School has a strong portfolio of taught programmes that attracts a considerable number of highly qualified students. Currently, we offer a comprehensive set of undergraduate programmes covering Accounting and Finance, Business and Management, Finance & Investment, Management, Marketing as well as International Business. Most of our programmes are accredited by the relevant professional bodies. All our programmes have achieved high employability ratings, which is also the result of a highly successful Year in Industry scheme.

At postgraduate level the School offers an MBA programme in full-time and executive modes, Masters programmes in Management and International Business and Management as well as specialist MSc's in Business Analytics, Digital Marketing and Analytics, HRM, International HRM, Logistics and Supply Chain Management, and Marketing. The School also offers an MSc in Finance which offers pathways in; International Accounting, International Banking and Finance, Finance and Management, Finance, Investment and Risk and Financial Markets. The School has also established successful dual award programmes with Hong Kong Baptist University.

We are seeking to develop further this strong portfolio and launch new, attractive programmes of study, working together with other Schools and international partners.

Business, Partnerships, Entrepreneurship and Employability

As one of the UK's leading business schools, we form strong partnerships with individuals, companies and organisations to develop their performance. With an emphasis on enterprise and sustainability, we aim to offer solutions to business challenges and share expertise in the form of consultancy, executive education, research partnerships and networking opportunities.

KBS prides itself in its student talent and developing employable graduates is part of our mission and an area of considerable success for the School. At KBS there are a number of initiatives and activities to support student employability. Our Year in Industry student placement scheme has proved to be an important feature, driving significant student growth in recent years.

Our ASPIRE project (Accelerator Space for Innovation and Responsible Enterprise) provides essential resources for student entrepreneurs including start-up acceleration support informed by the latest research into innovation and enterprise and easy access to mentors and investors. This supports the University of Kent's entrepreneurial talent development and significantly contributes to a culture of entrepreneurship.

Further information on Kent Business School can be found on the School's website: www.kent.ac.uk/kbs

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

Application Process:	<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.</p>
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	<p>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>
Feedback:	<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>
Test / Presentation:	<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>
Job Share:	<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. ▪ 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 for full-time staff on this grade is 30 working days and 8 public and other holidays. There are also 5 additional days, which are taken between Christmas and New Year when the University closes.</p>
Probation:	<p>The Probation Scheme at the University of Kent is a 4-stage process over 6 months.</p>
Pension:	<p>You will be contractually enrolled to become a member of USS (Universities Superannuation Scheme).</p> <p>Staff 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%.</p> <p>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.</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 general scheme information see: http://www.kent.ac.uk/human-resources/pensions/USS-home.html or the USS website: https://www.uss.co.uk/members/members-home/the-uss-scheme</p> <p>A period of employer-led consultation with USS members and eligible staff took place in 2018 regarding cost-sharing proposals resulting in an</p>

	<p>increase to contributions from April 2019; contributions rates will also change on 1 October 2019. Further consultation is expected in 2019 regarding changes to the USS contribution and benefit structure. Information can be found on the Kent HR webpages at:</p> <p>https://www.kent.ac.uk/human-resources/pensions/uss-changesnov17/index.html</p>
Work Life Balance:	<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:	<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. See https://www.gov.uk/help-with-childcare-costs/tax-free-childcare for further information.</p>
Nursery Salary Exchange Scheme:	<p>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.</p>
Relocation:	<p>The University offers assistance with relocation expenses 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.</p>