Our success is delivered by our people. We are therefore seeking individuals from the widest possible range of talents and backgrounds, and we will appoint not just based on past achievements, but also on your potential for the future. To help you to demonstrate your potential we have provided the following guidance on our application and selection processes.

**Background**
Over the past 18 months in the Faculty of Social Sciences, we have been reviewing our operational teams to make sure we are able to support our long-term ambitions for delivering world-leading research and teaching. We’ve recently concluded the review and are now recruiting to 27 new professional services at all levels across the Faculty, which are available on a full-time or part-time basis. In addition, we also have a small number of fixed-term (12 month) maternity covers.

The full list of vacancies includes:

- Senior Project Manager – available on a full-time or part-time basis
- Senior Operations Manager – available on a full-time or part-time permanent basis
- Senior Operations Manager (Research & Knowledge Exchange) – available on a full-time or part-time basis
- Operations Manager (Core Operations and RKE) – multiple posts available on a full-time and part-time basis
- Operations Manager (ESE) – available on a part-time basis
- Operations Manager (Facilities) – available on full-time basis
- Senior Operations Officer – multiple posts available as full-time and part-time basis covering a range of activity including education and student experience, research support, and core operations (executive Support, governance, HR and finance support etc.). Plus one 12 month fixed-term vacancy.
- Senior Operations Officer (Student Engagement and Experience) – multiple posts available as full-time and part-time permanent basis plus one 12 month fixed-term vacancy.
- Operations Officer - multiple posts available as full-time and part-time fixed-term (12 or 18 month) basis covering a range of activity including education and student experience, research support, and core operations (PA support, events support, facilities management, H&S, HR and finance support etc.)

If you are shortlisted for one of the posts with multiple vacancies, ahead of interview we will share with you more details about the specific roles that are available and ask you to indicate a preference.

**Application Guidance**
Before making an application, we recommend that you carefully read the Role Profile Form. This can be found by clicking the 'Job Description/Role Profile' link beneath each job advertised.

As part of the short-listing process we will be looking for evidence that you meet the essential criteria listed in the person specification. Therefore, it is important that you read the role profile
carefully and clearly demonstrate in your supporting statements how your skills and experience meet those outlined in the person specification.

In order to make fair and consistent assessments, we will be using anonymous shortlisting and therefore we only look at the information provided in your supporting statements to make shortlisting decisions. Therefore, it’s important that you don’t assume that we will be able to infer that you have relevant skills from your current and previous roles.

You will be asked within your application form to complete a statement for each of the key criteria selected from the person specification (please note: this application form type does not allow you the opportunity to upload any additional documents as it is intended for applicants to submit all relevant details against each criteria). The statements are designed to provide you with an opportunity to demonstrate how your qualifications, experience and training are relevant to the post for which you are applying. Remember to include specific evidence or examples to support your application (but please be mindful of the word limits).

Try to provide clear examples wherever possible as to how you meet the key criteria from the person specification. For example, if one of the essential criteria is experience of managing people it would be helpful to give examples of work experience where you have had line management responsibility including the size of the team managed and how you have dealt with some of the inevitable challenges you have faced.

It is also helpful to provide a broad overview of your experience and skills and how they are relevant to the role before focusing on specific examples that showcase what you are capable of. When presenting examples, you may want to consider the STAR method in order to provide some context and impact.

For example, if we were asking you to provide Evidence of high-levels of self-motivation, then simply saying I am a highly motivated individual who is always looking for opportunities to get involved, work collaboratively, and make things better, does not provide any evidence.

Obviously expectations on the breadth and range of evidence will vary depending on the seniority of the role but, the following example is a much more rounded answer, which provides specific examples to evidence your high-levels of self-motivation:

I am highly motivated and always looking for opportunities to get involved, work collaboratively, and make things better. In both my professional and personal life, I have numerous examples where I have gone above and beyond - whether that is contributing to the development of a new administrative processes in work, acting as a mentor for students at my former secondary school, running a marathon for charity, or standing for election as student sabbatical officer at University. A particularly good example from my current work, is that when I joined as a temporary receptionist I could see opportunities to automate much of the administrative work that was being done manually. I discussed this with the Office Manager and help set-up a series of MS Forms to simplify ordering processes initially. This worked so well that I was offered the role of Senior Administrative Officer on a permanent basis. I’ve since continued to drive improvements, undertaking training on the MS Power Platform and rolling out a series of new administrative processes, which have helped increase efficiency by 27% in my Department and I was nominated for the company’s Employee of the Year Award.

Finally, the 'Additional Information' section of the application form allows you the opportunity to add any other relevant information you wish to use in support of your application.
Interviews
At this time, all of our interviews will be conducted remotely with a panel over MS Teams. The panel will include the line manager, as well as a number of more senior colleagues from across the Faculty. Provisional Interview dates for each of the posts are listed below:

- Senior Project Manager – Friday 21 January 2022
- Senior Operations Manager – Monday 24 January 2022
- Senior Operations Manager (Research & Knowledge Exchange) – Monday 24 January 2022
- Operations Manager (Core Operations and RKE) – Tuesday 25 January 2022
- Operations Manager (ESE) – Tuesday 25 January 2022
- Operations Manager (Facilities) – Tuesday 25 January 2022
- Senior Operations Officer – Wednesday 26 January 2022
- Senior Operations Officer (Student Engagement and Experience) – Wednesday 26 January 2022
- Operations Officer – Friday 28 January 2022

As part of the process, depending on the role you’ve applied for, you may be asked to give a short presentation or complete a pre-interview exercise on a topic relevant to the role and for some roles we will be using multiple mini-interviews. The specific details will be explained in your invitation to interview.

Further information
Hopefully, you have everything you need to prepare your application but if you have any queries, please contact the recruiting manager whose details are at the end of the job advert.

We look forward to reading your application and good luck!