

# HEAD OF ACCESS AND PARTICIPATION

Student and Academic Services  
Division

ALC1506

**CANDIDATE BROCHURE**



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# WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere, Rachel Warren and Robert Nicholls were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post with Becky Price, Director of Student and Graduate Success, please contact Emma Rogerson, Graduate Success Administrator via [e.rogerson@uea.ac.uk](mailto:e.rogerson@uea.ac.uk).

## UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



# OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive Rates of Pay



30 Days Holiday



14 Additional Statutory and Customary days



Contributory Pension



Staff Development



Sportspark Discount



Research Support



Health and Wellbeing



Library



Campus Facilities



Care Leave Policies



Sainsbury Centre for Visual Arts



Ofsted Outstanding Nursery



And much more!

Further information can be found on our [Staff Benefits page](#).

# THE ROLE

This role is part of the Student Inclusion and Access and Participation leadership team. Other members are the Associate Pro Vice Chancellor Student Inclusion, Head of Outreach and Head of Network for East Anglian Collaborative Outreach (NEACO) UEA, working closely with the Director of Student and Graduate Success, Director of Student and Academic Services and Director of Admissions, Recruitment and Marketing. The role holder will work with this team on and implementation of UEA's Access and Participation Plan (APP) and all related policies, action plans and regulatory and statutory reporting.

The role holder will assess available evidence and ensure that UEA has an ever-evolving robust strategy to address risks to equality in opportunity and outcomes for students from underrepresented and disadvantaged groups. This will include project managing strategic and operational approaches to meet UEA's stretching APP targets and meet the expectations of the regulator, The Office for Students and UEA's own aims and KPIs.

This will involve impactful allocation of UEA's significant APP budget, and maintenance of appropriate governance and organisational structures. The role holder will work cross institutionally with a network of embedded operational staff and senior management roles, to develop, project manage and monitor a series of strategic interventions.

The role holder will also manage UEA's Widening Participation Evidence and Evaluation Team and be responsible for the design and development of all relevant monitoring, evaluation and reporting to internal governance structures, the sector and the Office for Students to drive continuous improvement in strategy and implementation.

The role will be line managed by UEA's Director of Student and Graduate Success in the Student and Academic Services Division and be a member UEA's Holistic Student Experience Senior Leadership Team and other groups to ensure their work is embedded into the holistic student experience at UEA.

## KEY RESPONSIBILITIES

Working in collaboration with the other members of the Student inclusion and Access and Participation leadership team, the Head of Access and Participation's key role is to enable UEA to meet condition of registration A1 – Access and Participation Plan. They will do that through strategic leadership, effective budget management and working with stakeholders as set out below.

## INSTITUTIONAL LEADERSHIP

- Lead on meeting the regulatory requirements of the Office for Students relating to widening access and participation and support for underrepresented and disadvantaged students - including successful submission of the annual financial return, Transparency Return and any required monitoring and impact reporting relating to Monitoring Return and Impact Report, and the Access and Participation Plan.
- Play an active management and leadership role in the Student Inclusion and Access and Participation leadership team with the Associate Pro Vice Chancellor of Student Inclusion, Head of Outreach and Head of UEA NEACO working with the Director of Admissions, Recruitment and Marketing and Director of Student and Academic Services.
- Provide professional leadership of UEA's whole institutional strategic approach to access and participation for students from underrepresented

## THE ROLE (CONTINUED)

- groups and disadvantaged backgrounds. Including setting the agenda and working across the institution to motivate and monitor action.
- Utilise all available evidence to prioritise areas for action and focus cross institutional effort to maximise impact, including adapting approach to changing circumstances.

## ORGANISATIONAL DESIGN

- Develop, and keep under continuous review, appropriate internal architecture, resourcing and governance structures to successfully deliver against the objectives and strategic interventions outlined in UEA's APP to mitigate risks of inequality of opportunity for UEA students.
- Develop and lead a range of cross-functional project groups, and a wider community of practice, to drive implementation of UEA's APP strategic interventions.
- Set and monitor the strategic aims of a wide range of APP funded and related embedded roles across the institution (including 10 Widening Participation Academic Officers in Schools of Study, staff in Student Services, Careers Service, Governance, Admissions, Recruitment and Marketing, Planning and Student Union). Monitoring and supporting the staff to ensure impactful implementation.

## STRATEGIC AND ACTION PLANNING AND PROJECT MANAGEMENT

- Through cross institutional consultation, design and deliver on UEA's Access and Participation Plan: with responsibility for developing a full lifecycle approach to ensure equality of opportunity and outcomes for potential and current students and graduates from underrepresented or disadvantaged backgrounds.

- Ensuring consistency with and contribution to the University's overall mission and aims, as set out in the UEA's Strategy.
- Utilise theory of change planning approaches to ensure an objective and outcome lead approach to designing interventions and activities to meet UEA's APP objectives.
- Lead and monitor the initiation, design and implementation of robust, evidence lead cross institutional strategic intervention plans and activities to ensure that all access and participation objectives are delivered.
- Critically evaluate the feasibility and desirability of possible new projects to meet aims.

## MEET ALL GOVERNANCE AND REGULATORY REQUIREMENTS

- Lead on monitoring and understanding OfS regulatory and reporting requirements, and broader sector and governmental developments, relating to APP and successful outcomes for underrepresented and at risk student groups.
- Complete all relevant internal governance and OfS reporting and returns related to APP, including:
  - Governance through the UEA committee structure and Senate.
  - Negotiating APP scope, targets and milestones with the Office for Students (OfS).
  - Annual transparency, financial and impact reporting to OfS.

## THE ROLE (CONTINUED)

### INSPIRATION, MOTIVATION AND COMMUNICATION

- Drive a whole institutional approach to delivering the University's APP through effective and persuasive written, presentation and verbal communication and effective stakeholder management.
- Ensure that synergies in objectives, delivery and practice are recognised, developed and maintained and that gaps in cross institutional approach identified and filled.
- Proactively provide evidence-lead professional direction, advice, guidance, data and reports to UEA academic and administrative staff, including Senior Management and Executive Team, on all aspects of access and participation and inclusive education.
- Play a leading role on a diverse range of committees and working groups to forward the agenda through embedding aims and approaches in broader University strategy, policy and initiatives.
- Actively make links and engage with external stakeholders, networks, groups and organisations (including Office for Students) with a focus on widening participation activity, developing partnerships and overseeing the University's response to relevant consultations.
- Develop an internal and external communications plan to raise the profile and awareness of our work and achievements in this area, including the dissemination of good practice and the delivery of appropriate staff development and training.

### RESOURCE AND FINANCIAL MANAGEMENT

- Analysis, and negotiate for, required resourcing to effectively meet aims.
- Ensure efficient and effective cross institutional allocation of UEA's circa £9 million APP staffing and cash budget and other related

funds to ensure most efficient impact against APP objectives.

- Undertake all related monitoring and reporting including internal monthly tracking of spend and through UEA's Financial return and relevant audit processes.
- Ensure long-term budget planning to ensure that the resource implications of current and future projects are known and able to be met.
- Line management of relevant administrative and operational team members.

### DATA DRIVEN PLANNING, EVIDENCE AND EVALUATION

- Leading the Widening Participation Evidence and Evaluation Team and utilising effectively wider data and analytics roles at UEA.
- Conduct impact/cost/benefit analysis when needed.

### GENERAL

- Other duties as may be from time to time required, at the discretion of the Student and Academic Services leadership.
- Some occasional evening and weekend work may be required.



# THE PERSON

## EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Degree or equivalent qualification or recent experience in a comparable role (E)
- Experience in project design and project management methodologies (E)
- Experience of team, stakeholder and budget management in a complex organisation (E)
- Experience of liaison with external agencies and building and maintaining relationships with such bodies (E)
- Experience of development and implementation of robust evidence and evaluation frameworks with data insight (E)
- Experience of producing Access and Participation Plans and developing widening participation strategy (D)

## SKILLS AND KNOWLEDGE

- Excellent communication skills, including presentations, report writing and proven communication skills (E)
- A well-developed knowledge of widening access to higher education, social inclusion and inclusive education (E)

- Excellent interpersonal and influencing skills, with the ability to work collaboratively with stakeholders across the institution and externally (E)
- Excellent skills in interpretation of quantitative and qualitative insight and data (E)

## PERSONAL ATTRIBUTES

- Intellectual curiosity and the ability to keep abreast of current and developing policy to inform institutional planning and decision making (E)
- Organised and methodical with the ability to ensure own work and that of others meets required targets (E)

## SPECIAL CIRCUMSTANCES

- A flexible approach to work, with a willingness to undertake additional hours at times of peak activity (E)

**Essential Requirements (E)** are those, without which, a candidate would not be able to do the job.

**Desirable Requirements (D)** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

# FURTHER INFORMATION

The post is available from 2 December 2024 on an indefinite full-time basis. There is the potential for us to consider part-time working at a minimum of 0.8 FTE.

Salary will be £46,974 to £54,395 per annum, pro rata for part-time, on Grade 8 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

**Place of Work** - The University is supporting a hybrid-working pilot of at home and on campus 'hybrid' working for many roles. We encourage discussions about how your working arrangements can be agreed to best balance the needs of the role and your personal circumstances.

The flexibility of the hybrid-working model allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact [staff.visacompliance@uea.ac.uk](mailto:staff.visacompliance@uea.ac.uk)

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays, pro rata for part-time. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University.

Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email [staff.recruitment@uea.ac.uk](mailto:staff.recruitment@uea.ac.uk)

## HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **Sunday 6 October 2024**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that presentations and interviews will take place on **Friday 25 October 2024** and if you have not heard by this date please assume you have not been shortlisted on this occasion.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

# ABOUT STUDENT AND ACADEMIC SERVICES

From the first point of registration to graduation and beyond, Student and Academic Services (SAS) provides a full range of support for students, the UEA community and partner organisations.

SAS are responsible for delivering student-centred services, building community at UEA and driving an excellent & holistic student experience across the whole student lifecycle.

SAS oversees the academic regulations and quality management at the University to ensure consistent and equitable learning is provided to UEA students by maintaining and enhancing standards.

The division is comprised of several core elements:

- Our one stop student information zone (SIZ)
- Student Wellbeing and Support services
- Student community living, learning and careers services
- Registry Services and Academic Quality & Assurance
- Partnerships, Apprenticeships and Placements
- Widening Access and Participation

## Access and Participation Plan

As outlined in the UEA Strategy 2030, we are committed to improving equality of opportunity in higher education through Widening Access and Participation. Our Access and Participation Plan (APP) commits to addressing the risks to the equality of student experience and outcomes for students from groups traditionally under-represented in Higher Education (HE).

More information can be found here: <https://www.uea.ac.uk/about/university-information/widening-participation>



# OUR VALUES

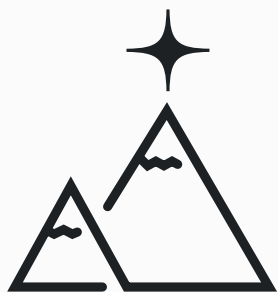
Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT



## OUR VALUES (CONTINUED)



### AMBITION

**We are ambitious for our future success.**

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



### COLLABORATION

**We are collaborative in our approach.**

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



### EMPOWERMENT

**We empower ourselves and each other.**

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



### RESPECT

**We respect each other.**

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

# ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

**A vibrant place to study, learn and work, UEA is a very special place.**



# A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

## OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



# OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.





# NORWICH

## A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



*If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.*

**STEPHEN FRY**



# LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

## BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

## BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

## BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 30 (The Times/Sunday Times 2024, Guardian University Guide 2023 and Complete University Guide 2023) and the World Top 50 (Times Higher Education Impact Rankings 2023), where it ranks in the World Top 100 for research citations (Times Higher Education World University Rankings 2023), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

## Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

