

# **ADMINISTRATIVE ASSISTANT (CONTINUING PROFESSIONAL DEVELOPMENT)**

Faculty of Medicine and Health  
Sciences

SC4719

**CANDIDATE BROCHURE**



# CONTENTS

- 3 What makes UEA so special?
- 5 Our Benefits
- 6 The Role
- 9 The Person
- 10 Further Information including How to Apply
- 11 About the Faculty of Medicine and Health Sciences
- 12 About the School of Pharmacy
- 13 Our Values
- 15 Accolades
- 16 A Sustainable University
- 17 Our Campus
- 18 Norwich - City of Stories
- 19 Location



# 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 and Rachel Warren 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 please contact Louise Stearman via [louise.stearman@uea.ac.uk](mailto:louise.stearman@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



20 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 Registered Nursery



And much more!

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

# THE ROLE

To provide an efficient, high quality and pro-active administrative service within the Continuing Professional Development (CPD) department across both the School of Pharmacy and the Faculty of Medicine and Health Sciences, alongside more general administrative support to the wider course teams. The role will include delivering services to delegates, students and staff in the University and NHS Integrated Care Systems, locally, nationally and for an international market. Liaising with external organisations and training commissioners on the details of training offers and keeping appropriate records. Processing information on CPD admissions and attendance. Utilising corporate IT systems, including Salesforce, SITS, Blackboard and WPM Education Online Store to process data relating to CPD. Assisting with the production of CPD marketing information for courses.

The nature and the degree of support provided by the CPD team varies depending on the type of support or numbers of staff supported e.g. from personal assistance to one/two individuals to general support for larger groups of staff. This is a busy and varied role and the role holder will interact with a wide range of University staff and key external organisations. The role holder needs to be proactive, flexible and adaptable, taking responsibility for progressing projects or tasks with limited supervision.

## KEY RESPONSIBILITIES

### CPD COURSE ADMINISTRATION, REGISTRATIONS AND RECORDS

- Respond to enquiries about the range of provision offered and to provide relevant information to enquirers, be they prospective delegates, students, apprentices and/or health-service staff.
- Ensure, within the context of the work of the CPD team that all email box enquiries are responded to accurately and timely.
- Ensure the timely processing of applications and the registration of accepted delegates/students/apprentices on CPD provision, liaising with the Health CPD Manager and the appropriate academic staff.
- Process applications and admissions for CPD courses, as defined by the Health CPD Manager, including non-credit bearing, credit bearing and apprenticeships.
- Liaise and maintain relationships with health service and academic staff over requirements for the delivery of short courses and study days, credit bearing modules, programme pathways and apprenticeships and the different application processes.
- Be a knowledgeable point of contact regarding the CPD portfolio including short courses, credit bearing modules, programme pathways and apprenticeship options.
- Be knowledgeable about and utilise appropriate Information Systems for holding student and course data (including the Student Information System (SITS) and Salesforce and WPM online application systems).
- Liaise with the Learning and Teaching Service as necessary to ensure, for each student registered, that accurate and up-to-date data are maintained on the student record and, where necessary, in Faculty files.
- Liaise with the Apprenticeships team as necessary to ensure, for each apprentice registered, that accurate and up-to-date data are maintained on the student record and, where necessary, in Faculty files.
- Ensure that accurate and up-to-date data about the range of provision on offer are maintained.
- Record attendance of delegates as and when required.

## THE ROLE (CONTINUED)

- Undertake spot checks on data stored to ensure accuracy and compliance with regulations.
- Generate and provide management information for the Health CPD Manager, the NHS Contracts Administrator and other key role holders including finance teams and fees office on request by using standard, or creating, bespoke reports for contracts.
- Abide by the provisions of Data Protection Act legislation in the handling of delegate and student data.
- Prepare and circulate joining instructions to delegates or students in a timely fashion.

## CPD COURSE SUPPORT AND ADMINISTRATION

- Manage MS Teams sharepoint folders and shared course inboxes, answering general enquiries and co-ordinating follow up action. This will involve a wide range of internal and external contacts and many individuals will approach the post holder seeking advice on how best to raise an issue with an academic colleague within the course teams. Similarly, the post holder will act as an interface between staff within the teams, passing on information, messages and instructions in a sensitive manner.
- Review local systems and processes to ensure they are designed to be efficient and effective and make optimum use of the Information systems available.
- Undertake preparatory work for CPD courses according to the CPD course process maps and then for the activities themselves, including room bookings, ordering catering, assisting staff and students with problems and referring them appropriately if unable to resolve the issue.

- Work sensitively with staff and students to resolve issues, complaints and problems in relation to their studies, investigating options and identifying the nature of the potential remedy - drawing complex or potentially problematic cases to the attention of the Health CPD Manager and drafting paperwork accordingly.
- Be knowledgeable on the format of ad hoc room bookings, liaising with laboratory or other technical facility managers regarding course bookings, including the booking of appropriate equipment.
- Where a course has to be cancelled, to inform students and others as relevant and to reschedule if cancelled.
- To support academic teams with arranging meetings and appointments as appropriate.
- To provide academic staff with committees, network meetings and working group support including preparation of agendas/documents etc. and undertaking support of informal/formal meetings by attending the meetings, taking minutes or actions, and initiating follow-up action.
- To support academics with online teaching arrangements including the use of MS Teams and Collaborate.
- Provide administrative support to course teams, undertake editorial and presentational work on documents, preparing and/or finalising letters, presentations, papers, reports and minutes including confidential items.
- Provide administrative support to course teams with the preparation of course approval documentation, annual reports, course modifications and curriculum documentation.
- Undertake quality assurance work in relation to CPD delivery.

## THE ROLE (CONTINUED)

### CPD COURSE SUPPORT AND ADMINISTRATION (CONT)

- Provide administrative support to new course and module developments.
- Support course teams with arranging events such as away days and key networking events, including inviting external partners and Trust representatives.
- To assist with the preparation and update of publicity/ information materials as appropriate.

### GENERAL

- Maintain and manage filing systems (Onedrive, MS Teams and on the UEA network folders), ensuring that these are operating efficiently and effectively, and the appropriate access is in place
- To undertake photocopying/printing for distribution to students.
- As appropriate, to provide support on Blackboard to academic staff in the School, uploading information and announcements and managing content and user access.
- To maintain a safe office environment whether working on campus or remotely and have awareness of confidentiality governing administration (e.g. GDPR).
- Any other such duties appropriate to the grade as may be assigned by the supervisor or line manager.



# THE PERSON

## EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- A good standard of education with a minimum of five passes at GCSE or equivalent at Grades A-C including Mathematics and English or equivalent experience in a similar role (E)
- Proven recent clerical or administrative experience or relevant transferrable skills (E)
- Experience of working with Microsoft Office, Word, Excel and Outlook, MS Teams and Onedrive (E)
- Experience of working in a team (E)
- Experience of negotiating and prioritising tasks to meet deadlines and manage own workload (E)
- Evidence of excellent customer relations in person/virtually and/or by telephone (E)
- Evidence of working with office procedures and administrative systems (E)
- Experience of servicing meetings/committees including preparing agendas and taking minutes and action logs (E)
- Experience of working in education/healthcare setting (D)
- Experience of remote/hybrid working (D)

- Experience in procurement processes, budget management and/or updating websites and social media (D)

## SKILLS AND KNOWLEDGE

- Excellent administrative skills with an organised and methodical approach to work (E)
- Good IT skills (Word, Excel, email and databases, MS Teams and Onedrive) (E)
- Excellent interpersonal skills (E)
- Ability to work sensitively with different people's needs (E)
- Ability to produce grammatically accurate e-mails, letters and memoranda with a strong attention to detail (E)
- Ability to communicate effectively with staff and students internally and external contacts both in person, virtually and written (E)
- Ability to organise and prioritise work to meet deadlines (E)

## PERSONAL ATTRIBUTES

- Self-motivated and able to work independently with minimal supervision (E)

- Ability to use own initiative and resolve simple problems (E)
- Ability to work in team environment effectively (E)
- Willingness to be flexible in the nature of the support role by undertaking additional duties and at times working in different office locations (E)
- Willingness to undertake further training and learn new IT and other skills (E)
- Able to maintain confidentiality and high level of discretion (E)
- Ability to promulgate best practice within the team (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 14 October 2024 on an indefinite, part-time (0.8fte) basis.

Salary will be £22,681 to £24,533 per annum, pro rata, on Grade 4 on the single salary spine.

**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 remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

There will be varying requirements for different roles, further details will be discussed at interview.

This vacancy is not eligible for sponsorship. The successful candidate must hold or obtain permission to work in the UK, which would allow them to take up this post.

The post is superannuable under the Group Personal Pension and there is an annual holiday entitlement of 20 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 a satisfactory Occupational Health Assessment to be carried out by the University's Occupational Health Service.

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 **Friday 20 September 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 interviews will take place on **Monday 30 September 2024** and if you have not heard by this date please assume you have not been shortlisted on this occasion.

Candidates should note that travel and incidental expenses incurred in attending an in-person interview will not be reimbursed.



# ABOUT THE FACULTY OF MEDICINE AND HEALTH SCIENCES

The Faculty of Medicine and Health Sciences (FMH) is a vibrant community of students and staff engaged in education, continuing professional development, research and enterprise, led by the Pro Vice Chancellor of Medicine and Health Sciences, Professor Charles French-Constant. Our primary focus is on supporting our regional, national and international partners in Health by delivering outstanding education and innovative research.

Teaching is undertaken from Undergraduate, including apprenticeships, through to Postgraduate and Post-Doctoral education and further training through the Faculty's two Schools of study, comprising Health Sciences (HSC) and Norwich Medical School (MED) incorporating Clinical Psychology and Psychological Therapies (CPPT), assisted by the Centre for Inter-professional Practice (CIPP).

The Faculty is engaged in world leading research across four centres: Biomedicine and Mental Health, Healthy Aging, Epidemiology & Health Evaluation, Health and Care Innovation . The centres drive forward research aimed at restoring, sustaining and evaluating health and we have internationally recognised research expertise in cancer, cardiovascular and metabolic disease, psychological health, healthy aging lifestyle and diet, epidemiology, public health, clinical trials, health economics

and care research. We have strong links with the Norwich Research Park, comprising the Quadram Institute (QI), the John Innes Centre (JIC), the Earlham Institute (EI) and the Norfolk and Norwich University Hospital NHS Foundation Trust. We are also linked to a wide range of other Health Partners through our Health and Social Care Partners' team and the Citizens Academy, see [http:// www.worldclassnorfolk.com/work/future-science](http://www.worldclassnorfolk.com/work/future-science).

We provide an engaging, collegiate and supportive environment for all of our staff and students. This fosters a culture of compassion and academic rigour which delivers opportunity for inspirational roles in a sector that is pivotal to the Health and Wellbeing of those living in our local area, whilst having national and international impact.

Under the recent Research Excellence Framework (REF2021), FMH performed strongly, with our outputs ranking equal 5th for Clinical Medicine, 11th for Allied Health Professions, Dentistry, Nursing & Pharmacy, and 11th for Psychology, Psychiatry and Neuroscience. Our food researchers were ranked equal 2nd for outputs and equal 1st overall in the UK. UEA overall also made strong gains, ranking 20th of 167 research active Universities in the UK, and 16th overall for the impact of our research.



# ABOUT THE SCHOOL OF PHARMACY

Pharmacy at UEA was established in 2003, celebrating its first cohort of graduates in 2007. The School has developed an extraordinary reputation for first-class teaching and globally important research and consistently features in the top ten of all major UK University league tables. The School has enjoyed great success in the National Student Survey (NSS), as well as both 2008's RAE and 2014's Research Excellence Framework (REF).

We have a progressive approach to pharmacy education, with a number of innovative teaching practices designed to really prepare our students for work. Our graduates have gone on to secure some of the most prestigious and competitive positions available within the profession, demonstrating the success of our unique approach.

## Research and Enterprise

The School of Pharmacy has a fantastic research reputation. The Research Excellence Framework (REF 2014) saw the School's research environment ranked as 100% world-leading or internationally excellent. The School's research output was ranked first in the Times Higher Education REF league table 2014 and 100% of the research has been internationally recognised. We have made vital contributions to research in Drug Delivery and Nanoscience, Molecular Pharmacology, Cell Biology, Health Services Research and Medicinal Chemistry. Innovations in drug delivery, the

therapeutic treatment of cancer and inflammation and the development and evaluations of new health services are particular strengths. Our academics have published in journals such as Nature Chemical Biology, PNAS, JACS, J Phys Chem, BMJ and Blood, while our research is primarily funded by collaborations with industry; research contracts with companies like Boots, Evotec, Rosemont Pharmaceuticals, Pfizer and GlaxoSmithKline; contracts with the NHS and the National Institute for Health Research; as well as a host of Research Councils, The European Commission and charities.

## Teaching

The Pharmacy School's teaching is highly regarded, innovative and practically-focused with five #1 rankings in the NSS since our foundation. The UEA School of Pharmacy also additionally offers:

- BSc Pharmacology and Drug Discovery degree.
- Foundation year for Pharmacists and Pharmacologists.
- Newly Qualified Pharmacists Training Programme with Independent Prescribing (NQP-IP)
- Pharmacy Technician Programme and CPD courses.
- Pharmacist Independent Prescribing course.



# OUR VALUES

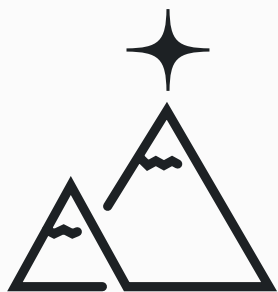
Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

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 colleagues, students and research success.**

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seize opportunities that are responsible and sustainable, and aspire to transform education for the better.



### COLLABORATION

**We are collaborative by nature.**

Together 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 our colleagues to do their best every day.**

We trust our people to make decisions based on their expertise and knowledge. We work to ensure processes are simple and efficient so we are agile in times of change, and allow our people to make choices that work for them, us and wider society.



### RESPECT

**We respect each other.**

We treat everyone equally and are fair and consistent in everything we do. We value diversity and embrace different thoughts and views. We are open to challenge, so we can learn and improve. We encourage each other to create a positive, accessible environment that supports our physical and mental wellbeing.

# 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](#).

