

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

Our commitment to Equality, Diversity and Inclusion

At Essex our people are at the centre of everything we do and we aspire to build a culture in which every member of the University feels valued and can flourish.

We are committed to equality of opportunity, to being fair and inclusive. We therefore particularly encourage applications from candidates who are likely to be underrepresented in our workforce.

These include people from Black, Asian and Minority Ethnic backgrounds; disabled people and LGBTQ+ people and from women in our grades 9-11 roles.

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

You can read more about our commitment to Equality, Diversity and Inclusion [here](#).

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 5 August 2026

Interviews are planned for: To be confirmed

Expected start date: To be confirmed

JOB DESCRIPTION – Job ref REQ10138

Job Title and Grade:	Head of Student Development Grade 10
Contract:	Permanent, full-time
Hours:	Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36 hours per week
Salary:	£59,966 - £67,468 per annum
Department/Section:	Academic Section
Responsible to:	Academic Registrar
Reports on a day to day basis to:	Deputy Academic Registrar/Director of Student Life
Responsible for:	Direct reports of up to four senior managers
Purpose of job:	The Head of Student Development is responsible for the Student Development Service, which leads and supports student development activities across the student lifecycle, facilitating effective transition into our learning community, enabling students to have the study skills and wider personal development opportunities they need to thrive and supporting graduate success. These activities will not only help students to achieve their academic potential, but will also build confidence, resilience and the necessary experience to progress successfully into the next stage of their life and career, which may include further study and the world of work. Specific responsibilities include; providing strategic direction and leading the continued development of the Student Development Service in pursuit of the best possible experience for our students; supporting the delivery of our Education Strategy, specifically the institutional focus on student progression, success and graduate employability; having direct responsibility for enhancing student success and progression; engaging constructively with all relevant stakeholders and promoting initiatives and projects to achieve this.

Duties of the Post:

The main duties of the post include:

1. To provide clear strategic leadership and direction in the delivery of the vision for, and continued development of, the Student Development Service, ensuring that the services and activities it leads continue to meet the needs of our students and the institution.
2. Working in partnership with our Academic Departments, Faculties and wider the University, to ensure that the Student Development offer is responsive to individual student needs and to develop, optimise and review the offer in order to maximise service delivery, meet changing demands, and promote student accessibility and engagement, whilst maintaining quality of the service.
3. To ensure that the impact of initiatives and activities is measured and evaluated, in order both to inform the continuous development of the service in pursuit of student success and to contribute to external regulatory reporting requirements.



4. To monitor, develop and achieve key performance targets for service delivery, ensuring alignment with our strategic ambitions, tracking student development to ensure that the initiatives and activities are delivering the required benefits for our students.
5. To foster excellent and productive working relationships with key stakeholders across and outside the University, including Faculties, Academic Departments, other Professional Services teams, the Students' Union and employers, in order to maximise engagement amongst staff and students and enhance our integrated approach to academic and employability skills development.
6. To build and maintain connections with the University's business engagement activities in general and developments on the Knowledge Gateway in particular.
7. To provide leadership and oversight for the University's educational performance relating to individual student development and success, including the use of data and other evidence to support individual achievement through our Learner Engagement & Achievement Portal (LEAP) and the identification and resolution of attainment gaps and other barriers to student success.
8. To be a source of expertise on student skills development, success and progression, career development and graduate level employment, providing advice to senior managers and other colleagues; influencing developments, maintaining awareness of external developments (e.g. labour market conditions), responding to changes and representing the University as necessary.
9. Working with the Pro-Vice-Chancellor (Education) and other members of the Executive Committee and senior managers in the Academic Section, to contribute to institutional activities in support of student progression, success and graduate employability, in line with the priorities identified within the University's Strategic Plan, Education Strategy, Access and Participation Plan, annual Education Action Plans and the Academic Section Plan.
10. To lead and manage the Student Development senior team, with responsibility for the effective recruitment, induction, management, performance and development of all staff in the Student Development team, managing and enhancing overall team performance.
11. To maintain personal professional development and establish and support the development of equivalent expectations within the Student Development team.
12. To maintain oversight of and be accountable for the financial management of Student Development budgets, including planning, profiling, accurate forecasting and operating within the budget, all in accordance with the financial regulations.
13. As a member of the Section's Leadership Team, to advise on and proactively contribute to the development and delivery of an excellent student experience.
14. To undertake other reasonable duties, as required by the Academic Registrar (or their nominee).

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit our [website](#).

PERSON SPECIFICATION

JOB TITLE: Head of Student Development

Qualifications /Training

	Essential	Desirable
▪ Degree or equivalent	☒	☐
▪ Postgraduate qualification	☐	☒
▪ Relevant professional qualification	☐	☒

Experience/Knowledge

	Essential	Desirable
▪ Experience of successful innovation in the field of employability and/or skills development in an educational environment.	☒	☐
▪ A track record of successful partnership working in the area of employability and/or academic skills development with, amongst others, external agencies, organisations, educational partners, employers, staff, students and recent graduates.	☒	☐
▪ Professional experience of graduate recruitment, through a University careers service, employer, or recruitment service.	☒	☐
▪ Experience of developing and delivering career development learning and/or study skills to students	☐	☒
▪ Understanding of the employment market for University graduates	☒	☐
▪ Substantial experience of leading and managing teams	☒	☐
▪ Substantial experience of leadership at a senior strategic level including developing and implementing plans in a large and complex organisation	☒	☐
▪ Experience of dealing with a complex and varied workload	☒	☐
▪ Extensive experience of leading student-facing service delivery and supporting staff to deliver excellent services	☒	☐
▪ Experience of designing and implementing impact and effectiveness measures to influence ongoing service improvements	☒	☐
▪ Successful development and implementation of new processes, systems and initiatives to deliver improved services	☒	☐
▪ Experience of curriculum development	☐	☒
▪ Expert knowledge of statutory requirements and national developments across Higher Education, particularly the Student Experience	☐	☒
▪ An understanding of UK Higher Education.	☒	☐

Skills/Abilities

	Essential	Desirable
▪ Ability to lead the development of proactive services that realise the University's strategic objectives and provide excellent services to students	☒	☐
▪ Approach that translates vision into operational objectives and proactively promotes the vision to others	☒	☐
▪ Ability to take responsibility for and resolve complex matters	☒	☐
▪ Ability to lead and manage staff, proactively developing team dynamics and performance	☒	☐
▪ A positive outlook and a professional manner with the temperament to cope under pressure and deliver within tight deadlines	☒	☐
▪ Excellent interpersonal and communication skills including evidence of the ability to build relationships with a variety of key stakeholders	☒	☐
▪ Ability to establish credibility with academic and specialist colleagues in order to influence and deliver change	☒	☐
▪ Demonstrate strong resilience and stay calm under pressure	☒	☐



▪ Able to oversee multiple and complex areas of service delivery ensuring deadlines and standards are maintained	☒	☐
▪ Demonstrable understanding of, and commitment to, equality and diversity	☒	☐
▪ Proven ability to work across teams in liaison with colleagues from different backgrounds and with different viewpoints	☒	☐
▪ Excellent IT skills and demonstrable understanding of how technology can be utilised	☐	☒

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation	☒	☐
▪ Ability to travel to other campuses as appropriate	☒	☐

* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website www.gov.uk/skilled-worker-visa

ADDITIONAL INFORMATION

Academic Section/Student Development

You can find more information about the department on our website <https://www.essex.ac.uk/staff/professional-services/academic-section>

General information

Informal enquiries may be made to Rachel Lucas relucas@essex.ac.uk However, all applications must be made online.

Our Strategy

Please find a link to the University of Essex Strategy webpages below:
<https://www.essex.ac.uk/about/university-strategy>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeParkDayNursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

Staff communities, networks and forums

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

This document is produced by:

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