

**JOB DESCRIPTION TEMPLATE**

**Job Title:**

**Reference Number:**

*(To be allocated by HR Department)*

Open to current University of Worcester Employees / Students only (If internal ad)

**Institute:**

**Department:**

**Salary Range:** Band , £ - £ a year, with opportunity to progress to £ a year

(pro rata for part time hours)

**Hours:**

*(eg:Total hours per week, working patterns, statement around flexible working if applicable; Evening / weekend working etc)*

**Duration:**

**Start Date:**

**Responsible to:**

*(This refers to post title of line manager ie Head of Institute)*

**Responsible for:**

*(This refers to the staff the post holder will be responsible for)*

**Closing Date:**

*(At least two weeks from publication of advert; standard timeline for academic posts 28 calendar days)*

**Interview date:**

*(Allow for at least 7 calendar days from shortlisting date)*

**Overview of post:**

*(Short paragraph summarising role requirements and providing context for role)*

**Selection Methods:**

*(Details of methods to be used in addition to interview eg presentation / teaching session topic; or other work related exercise linked to the person specification)*

**Background:**

*(Relevant information about department and University including any relevant links)*

**Main Duties:**

*(Start every duty with To:)*

*(Aim for no more than 10 main duties)*

1. To xxx
2. To xxx

\*Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.  
  
\*Take steps to ensure and enhance personal health, safety and well being and that of other staff and students.  
  
\*Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the University's commitment to environmentally sustainable ways of working.

**Person Specification:**

Please provide evidence of how you meet each of the essential criteria.

**Essential Criteria:**

*(This is a list of the skills, abilities, qualifications and experience that the post holder must have to carry out the role effectively)*

1. *Xx*
2. *Xx*

**Desirable Criteria:**

*(This is a list of the skills, abilities, qualifications and experience that could help the role holder carry out their duties, but are not essential)*

1. *Xx*
2. *Xx*

Note: for Lecturing posts, state Teaching qualification or HEA Fellowship as a desirable criterion and include statement:

Newly appointed staff who do not already hold HEA professional recognition or a HE teaching qualification, will be required to achieve this as a condition of probation, either through completion of the PG Cert Learning and Teaching in HE, or for those with significant experience of teaching in HE, via the University’s accredited CPD scheme conferring Fellowship at the appropriate level.

For posts requiring a DBS check:

**Disclosure:** This employment is exempt from the Rehabilitation of Offenders Act 1974. Candidates will be required to declare any criminal convictions, cautions or bind-overs, including any that would be regarded as spent under the Act in other circumstances. If you are selected for appointment you will be required to apply to the Disclosure and Barring Service for a Criminal Records Check/Barred List Check.

**Applications from Non EEA Workers:**

Prospective applicants are advised to ensure that they are eligible to work in the UK without restriction. Further details can be found at the Home Office UK Border agency website at <http://www.bia.homeoffice.gov.uk/workingintheuk/> and the points based calculator can be found at

<https://www.points.homeoffice.gov.uk/gui-migrant-jsf/SelfAssessment/SelfAssessment.faces>

**Unspent convictions, cautions and bind-overs**

The University is strongly committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibility for dependants, age, physical/mental disability or offending background.

In line with the University's policy on the Recruitment of People with a Criminal Record, shortlisted candidates are required to provide information of any unspent convictions, cautions and bind-overs. Applicants are advised to seek independent advice if there is any doubt about the status of a previous conviction, caution or bind-over. Disclosures will only be considered at the point when an offer of employment is made. The existence of a criminal record will not in itself prevent you from gaining employment.

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. Members of staff are expected to participate fully in discussions about changing requirements and it is the University's aim to reach agreement to reasonable change. If agreement is not possible, it reserves the right to require changes to the job description after consultation with the individual concerned.