**JOB DESCRIPTION**

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| **Job Title:** | **Band X:** £ - £  *Opportunity to progress to £* |
| **Department:** | |
| **Reporting directly to:** | |
| **Supervisory responsibility for:** | |
| **Other Contacts**  **Internal:**  **External:** | |
| **Main Duties\*:**   1. To 2. To 3. To 4. To 5. To 6. 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. 7. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students. 8. 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.   \*The above does not represent an exhaustive list of duties associated with this role.  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. | |