UCL Advert Templates
## Preparing an Advert

### Guidance to the fields on the Online Recruitment System

<table>
<thead>
<tr>
<th>Field on ROME</th>
<th>Guidance of Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCL Department / Division</td>
<td>UCL Prefix not required</td>
</tr>
<tr>
<td>Specific Unit / Sub Department</td>
<td>This does not need to be completed</td>
</tr>
<tr>
<td>Salary</td>
<td>Normally to include the full salary range. The figure quoted should be inclusive of London allowance.</td>
</tr>
</tbody>
</table>
| Duties and Responsibilities          | This section **should** include:  
  - One sentence on the department  
  - One sentence on duration of appointment (if applicable)  
  - Maximum of two sentences on the duties and responsibilities  
  This section **should not** include the full job description. It should provide the key duties and responsibilities for the role. |
| Key Requirements                     | This section **should** include:  
  One paragraph briefly outlining the knowledge (including necessary qualifications), skills, abilities, experience and aptitudes.  
  This section **should not** include the full person specification. It should provide the key skills that the individual requires for the role. |
| Further Details | This section **should** include the following standard wording:  
A job description and person specification can be accessed at the bottom of this page.  
To apply for the vacancy please click on the ‘Apply Now’ button below.  
If you have any queries regarding the vacancy or the application process, please contact (insert name), (Insert email), (Insert Telephone number).  
This section **should not** include  
- a link to the paper application form (including any copies of the form that are available via the departmental website. All applications are to be made via the online recruitment system. |
| Positive Action Statement | This will automatically populate dependent on the type of role selected:  
- Senior staff  
- Front-line  
- Lecturers or Researchers |
| Latest time for the submission of applications | This section does not need to be completed but can be used to identify the latest time of submission for applications on the closing date.  
If it is not completed it will not be visible to the candidate |
| Interview date | If the date of interview is not known, do not complete this field. If it is not completed it will not be visible to the candidate |
Sample Adverts

**Academic Vacancy**

<table>
<thead>
<tr>
<th>Field on ROME</th>
<th>Suggested Text / Example Text</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>Lecturer in Geodesy/Navigation</td>
</tr>
<tr>
<td><strong>UCL Department / Division</strong></td>
<td>Department of Civil, Environmental &amp; Geomatic Engineering</td>
</tr>
<tr>
<td><strong>Specific Unit / Sub Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>7 - 8</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Full-time</td>
</tr>
<tr>
<td><strong>Salary</strong></td>
<td>£35,415 - £38,441 per annum</td>
</tr>
<tr>
<td><strong>Duties and Responsibilities</strong></td>
<td>We are making a number of strategic academic appointments in September 2009. As part of this exciting development, we are investing in our highly successful Geodesy/Navigation team. The post holder will work in an established and well funded research group that currently specialises in GPS/GNSS data modelling, as well as research into the science underpinning the development of such systems.</td>
</tr>
<tr>
<td><strong>Key Requirements</strong></td>
<td>The candidate should have a PhD in a subject related area and have a demonstrated capability to initiate and conduct leading-edge research, enthusiasm for teaching and the determination to make a positive impact as part of a team. This opportunity is the chance to develop a career in the area at one of the world's best universities.</td>
</tr>
</tbody>
</table>
## Further Details

This section should include a departmental contact name for queries if a person has a problem with applying online. This section should also include instructions about accessing further information and the online application process.

A job description and person specification can be accessed at the bottom of this page.

To apply for the vacancy please click on the ‘Apply Now’ button below.

If you have any queries regarding the vacancy or the application process, please contact (insert name), (Insert email), (Insert Telephone number).

## Positive Action Statement

(This is automatically entered from the data completed on the vacancy template)

We particularly welcome female applicants and those from an ethnic minority, as they are under-represented within UCL at senior lecturer level. This is in line with section 48 of the Sex Discrimination Act and section 38 of the Race Relations Act.

UCL Taking Action For Equality.

## Closing Date

30 September 2009

## Latest time for the submission of applications

(This is automatically entered from the data completed on the vacancy template)

12 noon on the closing date
Lecturer

UCL Department of Civil, Environmental and Geomatic Engineering

UCL Grade 7 - £31,778 - £38,441 per annum

The internationally recognised Centre for Transport Studies is seeking a Lecturer with established research expertise in the analysis and design of transport systems, their usage and operation. Applicants with an interest in transport modelling, transport safety, or traffic management and control are particularly welcome.

The appointee will have a demonstrated capability to initiate and conduct high quality research and a proven track record in transport related studies. You will be expected to undertake teaching and related administration and to contribute as an active member of the departmental team. A doctoral qualification in a subject relevant to transport studies and good organisational skills are required.

More information about the department can be found at http://www.cegs.ucl.ac.uk. Further details of the post, the online application form and who to contact with queries regarding the vacancy are at http://www.ucl.ac.uk/hr/jobs.

The closing date for applications is 31 December 2009

UCL Taking Action for Equality.
Lecturer in Greek and Latin Literature

UCL Department of Greek and Latin

UCL Grade 7-8, £35,415 - £42,914 per annum

The Department of Greek and Latin at UCL is one of the premier Classics departments in the world. We are seeking a Lecturer to teach ancient Greek and Latin language and literature. The appointee will have a PhD and research interests in Greek and/or Latin literature that complement those of the department’s academic staff. The successful appointee will need well developed written and interpersonal communication skills.

For further information about the department of Greek and Latin, the role and who to contact with queries go to http://www.ucl.ac.uk/GrandLat/

For an application form go to http://www.ucl.ac.uk/hr/jobs

Closing Date for applications is 1pm on 20 November 2009
Interviews will be held on Tuesday 8 December

UCL Taking Action for Equality
### Administrative and Support Vacancy

<table>
<thead>
<tr>
<th>Field on ROME</th>
<th>Suggested Text / Example Text</th>
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</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>Administrator</td>
</tr>
<tr>
<td><strong>UCL Department / Division</strong></td>
<td>Division of Population Health</td>
</tr>
<tr>
<td><strong>Specific Unit / Sub Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Full-time</td>
</tr>
<tr>
<td><strong>Salary (inclusive of London Allowance)</strong></td>
<td>£25,674 - £30,114 per annum</td>
</tr>
</tbody>
</table>

#### Duties and Responsibilities

- The post is funded for nine months in the first instance.
- The role provides an opportunity to gain exposure to, and help support the integration of, teaching support across the Division, to experience and support the Internal Quality Review (IQR) process, and will provide the opportunity to gain a broader exposure to and knowledge of College, Faculty and Divisional administrative processes.
- It will involve the post-holder: working with the Divisional Committee Chairs, the Divisional Manager and the core Divisional Administrative Team to improve practice and policy, and will involve experience of UCL systems, in particular with regard to finance and research grant costing.

#### Key Requirements

- Applicants must hold a degree, possess excellent writing, presentation, communication and negotiation skills, be highly numerate and able to work proactively. Keyboard skills and the ability to support committee work will be essential.
- A positive outlook, willingness to work under pressure and to clear deadlines, a friendly manner and ability to work well in a team will be important.
| **Further Details** | A job description and person specification can be accessed at the bottom of this page.  
This section should include a departmental contact name for queries if a person has a problem with applying online. This section should also include instructions about accessing further information and the online application process.  
To apply for the vacancy please click on the ‘Apply Now’ button below.  
If you have any queries regarding the vacancy or the application process, please contact (insert name), (Insert email), (Insert Telephone number). |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Positive Action Statement</strong></td>
<td>We particularly welcome applications from black and minority ethnic candidates as they are under-represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.</td>
</tr>
<tr>
<td><strong>Closing Date</strong></td>
<td>25 September 2009</td>
</tr>
<tr>
<td><strong>Latest time for the submission of applications</strong></td>
<td>5 pm on the closing date</td>
</tr>
<tr>
<td><strong>Interview date</strong></td>
<td>5 October 2009</td>
</tr>
</tbody>
</table>
Departmental Administrator

UCL Language Centre

UCL Grade 7 – £31,778 - £38,441 per annum

We are looking for someone to take on this challenging new role providing high quality administrative support for a broad range of Language Centre activities and staffing support to the department. You will also be expected to contribute to the development of the Language Centre and to the ongoing improvement of Language Centre systems and procedures.

You must be qualified to graduate level and possess relevant work experience, preferably gained in an education environment. You will have excellent communication and interpersonal skills and the ability to deal with confidential and sensitive staff issues. You must be comfortable liaising with staff at all levels and with external clients and professional bodies. You will be highly IT literate and able to work independently.

For further information on the UCL Language Centre and the job description and person specification for this post see http://www.ucl.ac.uk/language-centre/vacancies/vacancies291009.shtml. To apply for the vacancy go to http://www.ucl.ac.uk/hr/jobs

The closing date for applications is 5pm on 20 November 2009.

We particularly welcome applications from black and minority ethnic candidates as they are under-represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.
**Research Vacancy**

<table>
<thead>
<tr>
<th>Field on ROME</th>
<th>Suggested Text / Example Text</th>
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<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>Research Associate</td>
</tr>
<tr>
<td><strong>UCL Department / Division</strong></td>
<td>Research Department of Genetics, Evolution and Environment</td>
</tr>
<tr>
<td><strong>Specific Unit / Sub Department</strong></td>
<td></td>
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<tr>
<td><strong>Grade</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Full-time</td>
</tr>
<tr>
<td><strong>Salary</strong> (inclusive of London Allowance)</td>
<td>£31,778 - £38,441 per annum</td>
</tr>
</tbody>
</table>

**Duties and Responsibilities**
(Start with a sentence briefly describing the area of work of the team or department)

(Describe what the research will entail and if appropriate the job holders role within this)

Applicants are invited for a Research Associate position in an exciting multi-lab research programme on the biology of ageing in model organisms.

The post is funded for 1 year and is available immediately.

The aim of the research is to understand the basic biological mechanisms involved in ageing and susceptibility to age-related disease. In C. elegans, aging rate can be altered by means of, e.g. genetic manipulation of insulin/IGF-1 signaling. We seek to identify the regulated mechanisms by which this pathway controls aging and susceptibility to ageing related disease.

**Key Requirements**
(In a maximum of 2 sentences summarise the relevant experience and qualifications required to undertake the role.)

(Summarise any other key essential or desirable skills for the role)

Molecular biology experience is essential, and experience with C. elegans genetics is an advantage. Applicants must have (or be studying for) a PhD in experimental biology, particularly genetics and molecular biology.

Previous experience with a productive track record working with C. elegans is strongly recommended, though individuals without C. elegans experience, but with an exceptional track record in productive research in related areas, are also encouraged to apply.
**Further Details**

This section should include a departmental contact name for queries if a person has a problem with applying online. This section should also include instructions about accessing further information and the online application process.

A job description and person specification can be accessed at the bottom of this page.

To apply for the vacancy please click on the ‘Apply Now’ button below.

If you have any queries regarding the vacancy or the application process, please contact (insert name), (Insert email), (Insert Telephone number).

<table>
<thead>
<tr>
<th>Positive Action Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>(This is automatically entered from the data completed on the vacancy template)</td>
</tr>
<tr>
<td>UCL Taking Action for Equality</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Closing Date</th>
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</thead>
<tbody>
<tr>
<td>(This is automatically entered from the data completed on the vacancy template)</td>
</tr>
<tr>
<td>31 August 2009</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Latest time for the submission of applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>(This is automatically entered from the data completed on the vacancy template)</td>
</tr>
<tr>
<td>5 pm on the closing date</td>
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</table>

<table>
<thead>
<tr>
<th>Interview date</th>
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</thead>
<tbody>
<tr>
<td>(This is automatically entered from the data completed on the vacancy template)</td>
</tr>
<tr>
<td>8 September 2009</td>
</tr>
</tbody>
</table>
Research Associate

UCL Cancer Institute

UCL Grade 7 - £31,778 - £38,441 per annum

This position is within the laboratory of Dr Steve Pollard at the Samantha Dickson Brain Tumour Unit. The project involves investigation of biochemical pathways controlling glioma neural stem cell self-renewal, commitment and differentiation. We make use of recently derived human glioma neural stem cell lines as a model system. The post is funded for 2 years in the first instance.

Further details of our research interests can be found at http://www.ucl.ac.uk/cancer/research-groups/neural-stem-cells-and-brain-cancer/index.htm.

The successful candidate must have (or be in the process of submitting) a PhD. Candidates must have experience in cell and molecular biology techniques.

A job description, person specification and the online application can be accessed at http://www.ucl.ac.uk/hr/jobs. This site offers details of the application process and who to contact if you have any queries.

Closing date for applications: 16 January 2010

UCL Taking Action for Equality
Research Fellow

UCL Department of Physics and Astronomy

UCL Grade 7 - £31,778 - £38,441 per annum

This research will use available instrumentation to characterise the optical properties of the material (insulated molecular wires and unthreaded analogues) received from the partners of various collaborations including (but not limited to) the group of Professor HL Anderson (Oxford-Chemistry), K Muller (Mainz-MPI), A. Rowan (Nijmegan, Chemistry) both on a macro and micro-nano scale.

The post is available from January 2010 and is funded for 3 months in the first instance. The successful applicant will have a strong academic record, experience in the area of organic electronics and will have recently completed a relevant PhD programme in Physics, Material Science or Engineering.

A job description, person specification and an online application form are available at http://www.ucl.ac.uk/hr/jobs as are the contact details for queries regarding the vacancy.

The closing date for applications is 6 December 2009

UCL Taking Action for Equality
Research Associate in Acousto-Optics

UCL Department of Medical Physics and Bioengineering

Grade 7 - starting salary of £31,778 per annum (inclusive of London allowance)

The vision of the Biomedical Optics Research Laboratory team is to investigate and develop acousto-optic techniques for clinical diagnostics and the post holder will be responsible for devising a scheme to optimise the detection of acousto-optic signals in a clinically practical setting. This will establish acousto-optics as a practical diagnostic tool for clinical use and bring significant health impacts to cardiology, neurology and beyond. The post is funded by EPSRC for three years in the first instance.

Applicants are expected to have a strong background (academic or industrial) in optics, although not necessarily related to biomedicine. Familiarity with the operation and use of optical devices such as CCD, photon counter and digital correlator would be beneficial as would knowledge of ultrasound imaging and signal processing. Applicants must have a PhD in physics, biomedical optics, photonics, optoelectronics or another relevant subject.

For information on the application process go to http://www.ucl.ac.uk/hr/jobs/. For information on the research area, the job and who to contact with queries go to http://www.medphys.ucl.ac.uk/research/mie/jobs/job1.htm

Closing Date: 8 January 2010

UCL Taking Action for Equality
**Clinical Research Associate Vacancy**

<table>
<thead>
<tr>
<th>Field on ROME</th>
<th>Suggested Text / Example Text</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
<td>Clinical Research Associate</td>
</tr>
<tr>
<td><strong>UCL Department / Division</strong></td>
<td>Division of Medicine</td>
</tr>
<tr>
<td><strong>Specific Unit / Sub Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>CL7</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Full-time</td>
</tr>
<tr>
<td><strong>Salary</strong> (inclusive of London Allowance)</td>
<td>£33,480 - 41,706 per annum</td>
</tr>
</tbody>
</table>

**Duties and Responsibilities**

(Start with a sentence briefly describing the area of work of the team or department)

The posts are based in the Department of Clinical and Experimental Epilepsy, UCL Institute of Neurology and the National Society for Epilepsy working under the supervision of Professors Josemir Sander and Sanjay Sisodiya. will contribute to the overall epilepsy genetics research and developments.

The posts are available immediately and are funded by the National Society for Epilepsy for 3 years.

The post holders will be involved in recruiting patients for relevant studies (which may be genetic, genomic or post-genomic functional studies) for the collection of data for analysis. S/he will be encouraged to become involved in association analyses, utilising clinical, phenotypic and genotypic data, and in pharmacogenomic studies.

**Key Requirements**

(In a maximum of 2 sentences summarise the relevant experience and qualifications required to undertake the role.)

Applicants should hold GMC registration and have completed their general medical training. Previous clinical or research experience in neurology / epilepsy is also essential as are excellent organisational and IT skills, creativity, and the ability to act independently as well as part of a team.

The appointees will be strongly encouraged to undertake a higher degree; the posts will provide excellent training opportunities to broaden clinical and research skills and generate publications.)
### Further Details

This section should include a departmental contact name for queries if a person has a problem with applying online. This section should also include instructions about accessing further information and the online application process.

A job description and person specification can be accessed at the bottom of this page.

To apply for the vacancy please click on the ‘Apply Now’ button below.

If you have any queries regarding the vacancy or the application process, please contact (insert name), (Insert email), (Insert Telephone number).

### Positive Action Statement

(This is automatically entered from the data completed on the vacancy template)

UCL Taking Action for Equality

### Closing date

(This is automatically entered from the data completed on the vacancy template)

12 October 2009

### Latest time for the submission of applications

(This is automatically entered from the data completed on the vacancy template)

5 pm on the closing date

### Interview date

(This is automatically entered from the data completed on the vacancy template)

19 October 2009