**UCL HUMAN RESOURCES**

**Accelerate to Leadership Advert Template**

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| **Department Contact** | Click here to enter text. |
| **Placement Job Title** | Click here to enter text. |
| **Department** | Click here to enter text. |
| **Grade** | Click here to enter text. |
| **FTE** | Click here to enter text.  |
| **Flexible working** | Would you consider applications to work on a part-time and/or flexible working hours?☐ Yes ☐ No If no, please select the reason why:☐ For service delivery related reasons (i.e. the job has to be done in core hours) ☐ The nature of the duties means it cannot be done in fewer hours☐ Concerns about space (teaching space, office space etc.)Other: Click here to enter text. |
| **Work location** | Click here to enter text. |
| **Start date** | Click here to enter a date. |
| **End date** | Click here to enter a date. |
| **Duration** | Click here to enter text. *If start date and/or end date is unknown or subject to change, please indicate the length of the secondment in the first instance* |
| **Grading** (HERA number/ECC role code/name of previous post holder) | Click here to enter text. |
| **Date financial approval received** | Click here to enter text. |
| **Interview date** (if known) | Click here to enter a date. |
| **Application deadline** | Click here to enter a date. |

Please provide a copy of the Job/Placement Description and Person Specification, preferably as a PDF.

*Please ensure the current version of the* [*Placement Description Template*](https://www.ucl.ac.uk/human-resources/working-ucl/job-descriptions) *is used)*

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| **Summary of department and work context**What is the department like? What is the main activity? How many staff are there? What team will the role holder be based in? How many staff will they manage? What is the purpose of the role? | Click here to enter text. |
| **What development and support can be provided?** (please tick as many as is applicable) | [ ]  A nominated mentor of appropriate seniority and professional background.[ ]  Inclusive advocate ([www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/race-equality/inclusive-advocacy](http://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/race-equality/inclusive-advocacy)) [ ]  Coaching support ([www.ucl.ac.uk/human-resources/learning-development/career-experiences/coaching-and-mentoring](https://www.ucl.ac.uk/human-resources/learning-development/career-experiences/coaching-and-mentoring)) [ ]  360-degree developmental feedback (contact OD for more info).[ ]  Stretch objectives setting out the outcomes to be achieved by the end of the placement.[ ]  At least monthly one-to-one meetings with the line manager to monitor and feedback on placement holder’s progress in the role.[ ]  Tailored job-related training.[ ]  Buddying with other senior professional services colleagues.[ ]  Other? Click or tap here to enter text.All placement holders will have access to UCL’s portfolio of leadership and management training.  |
| **Which email address should the applicant send their application to?**  | Click here to enter text. |
| **Who to contact for more information?**Please provide the name, email and telephone contact of the person managing the vacancy | Click here to enter text. |

**Note:** Redeployees at risk of redundancy are eligible to apply for Accelerate to Leadership placements, regardless of their ethnicity. Redeployees should receive priority consideration if they apply and meet the essential criteria (or could meet it with reasonable training). Redeployment can only be considered at the employees existing grade or lower. Redeployment to a higher graded post is not supported under [UCL’s Redeployment Policy](https://www.ucl.ac.uk/human-resources/redeployment-policy#Suitable%20Alternative%20Employment).