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| Job Description |  |
| <insert job title> | Grade: |
| Department: <insert department> | Location: <insert location> / hybrid working (if applicable) |

**LONDON’S GLOBAL UNIVERSITY**

#### Reports to

Provide the job title of the role that the job reports into.

#### Context

Provide one or two paragraphs to explain the team/department’s overall purpose within UCL.

#### Main purpose of the job

* One or two paragraphs summarising the overall purpose of the job.

#### Duties and responsibilities

* List of up to a maximum of 15 bullet points.
* Identify the core tasks and responsibilities of the job.
* Related duties or key deliverables can be grouped together.
* Write one clear outcome-based statement for each duty/responsibility, e.g. ‘Compile monthly reports to allow monitoring of the department’s budget’.
* If applicable, outline any specific conditions of employment and/or working conditions (e.g. unsocial or shift working patterns, overseas or business travel).

**General**

* Follow and actively promote the UCL [Ways of Working](https://www.ucl.ac.uk/human-resources/policies-advice/ways-working).
* Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
* This job description may be reviewed and be subject to amendment in consultation with the post holder.
* *If applicable:* UCL offers hybrid working where appropriate and the successful applicant may normally work remotely for up to X% of the week if they wish.

# Person Specification *List no more than 10 – 12 essential criteria. Be succinct and do not mix up different criteria in one sentence.*

*Desirable criteria are only scored if there is a tie-break, therefore only 1 or 2 desirable criteria are required.*

**Note to job applicant: copy and paste the following criteria into your “Statement in support of your application” and describe underneath each criteria how you meet it, giving examples. You will be scored on how you meet each criteria.**

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| **Essential Criteria** | **Assessment method**  **(Application form/ Interview / Practical Test)** |
| **Qualifications, experience and knowledge** |  |
| Only state qualifications or education level if they are absolutely essential to the job. |  |
| Give details on the specific experience required for the key aspects of the role, as described in the Job Description. E.g. experience of line managing employees; experience of using specific applications/ tools, etc. |  |
| Avoid stipulating the number of years’ experience required. |  |
| Experience can be transferable from one area of work to another, in which case requiring evidence of a skill or ability is likely to be more effective than simply asking about a narrow definition of experience. |  |
| State the level of knowledge required to carry out the tasks listed in the Job Description. e.g. “in depth knowledge of relevant legislation”; “a working knowledge of xxx”; “a strong understanding of the principles of….” |  |
| **Skills and abilities** |  |
| This should list the technical, organisational, communication, and creative skills needed for the job |  |
| Abilities should be expressed in terms of the standards required, not the task to be undertaken. |  |
| **UCL Ways of Working** |  |
| Please use Ways of Working supporting indicators to clarify ‘how we work’ expectations at UCL. Please click [here](https://www.ucl.ac.uk/human-resources/how-use-ucl-ways-working) to find grade appropriate supporting indicators and guidance on using Ways of Working in recruitment.  For Grades 9 & 10 include: Demonstrable contribution to advancing equality, diversity and inclusion. |  |
| **Desirable Criteria** |  |
| List one or two desirable criteria only, which are not essential for the job, and will only be scored if there is a tie break.  For Grades 7 & 8 include: Commitment to and knowledge of advancing equality, diversity and inclusion | **Application** |
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