**School of Health and Medical Sciences**

**City St George's, University of London**

**Name of Institute/Department**

**Job Title**

**Ref:**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Post Title** |  |
| **Grade** |  |
| **Contract type** | Permanent / Fixed term *[delete as appropriate]* |
| **Responsible to** |  |
| **Accountable to** |  |
| **Responsible for** |  |
| **Liaises with** |  |

**Overall purpose of job**

*A brief description of the reasons why the job exists.*

1. **Main Duties and Responsibilities**

*This section should include short descriptions of the main elements of your job (derived from the job analysis). When writing the duties and responsibilities always use active verbs like "writing", "typing", "examining" to describe precisely what is done. Avoid vague terms such as "in charge of", "deals with".*

*Try not to use too many gender coded words ie words that applicants may think are used more for a particular gender which could put them off applying. HR can provide support on this if required.*

*It is also helpful to classify the duties and responsibilities involved in a job under appropriate headings.*

**Examples**:

* A*dministering oral immunisations within the guidelines of the study.*
* *Organising and maintaining a personal filing system.*
* *Assisting in the preparation of teaching material, publications, grant applications, or Ethics Committee applications.*
* *Contributing to the writing and submission of grant applications to relevant funding bodies.*
* *Completing VAT exemption forms and declarations re: dangerous substances etc.*
* *Administration*

*To be added for all academic roles (ie Lecturer, Senior Lecturer, Reader and Professor)*

*[Research Institute appointments]*

*All academic staff at St George’s School of Health and Medical Sciences are expected to act as a personal tutor and contribute to teaching. This includes research project supervision (undergraduate and Master’s level), lecturing, small-group teaching and assessment. The ratio of these may vary across academic staff.*

*Academic staff without a teaching qualification are normally expected to obtain Fellowship/Senior Fellowship of Advance HE (formerly Higher Education Academy) through the in-house framework (SHINE),or take the PG Cert in Health and Biomedical Education. New Lecturers without Advance HE Fellowship or a PG Cert are required to complete four core workshops in EduFocus to pass probation at the end of their first year.*

*Academic staff are also expected to represent St George’s School of Health and Medical Sciences at academic events and assist with fund raising activities, as requested.*

*[IMBAE]*

*Although this is a teaching-focused position, maintenance of research activity is encouraged and supported. Joint appointments with Research Institutes are possible for appointees with good publication records and potential for obtaining and sustaining research funding.*

*New Lecturers will normally be expected to take the PG Cert in Health and Biomedical Education and complete Module 1 to pass probation. Other academic staff without a teaching qualification should obtain Fellowship/Senior Fellowship of Advance HE (formerly Higher Education Academy) through the in-house framework (SHINE), or take the PG Cert.*

*To be added for all roles:*

It is expected that staff working with St George’s School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George’s School of Health & Medical Sciences, University of London, is committed to [the San Francisco Declaration on Research Assessment (DORA) principles](https://www.sgul.ac.uk/research/research-environment/responsible-research-assessment).

1. **Nature and Scope of Job (optional)**

*This section provides an opportunity to describe your job and role in more general terms within the context of the University.*

*This section, if used, should add "flavour" to the job description. This is helpful for third parties to gain a better picture of what the job entails rather than from a list of duties and responsibilities. There are no rules for writing nature and scope descriptions except that they should not be too long or repetitive.*

1. **Special Factors**

*It is important to highlight any unusual features of your job. These may include the need to travel extensively, shift working, the requirement to wear a uniform or protective clothing or physical factors such as the need to lift heavy objects.*

**Person Specification**

*Notes for recruiter:*

*A Person Specification is a written document that describes the knowledge, skills and attributes that are required of the jobholder to carry out the role to an acceptable standard of performance. Please see the guidance notes and template on the HR Department portal pages for more information or contact the HR Officer for your Institute/Department.*

*This template shows examples of elements to include in a Person Specification.* ***Please delete these and these notes when using this as a template.***

*Please think carefully about which criteria are essential for this role. If there are specific qualifications that are required, HR may be able to input these to the e-recruitment system as a pre-requisite to apply for the role. Please let HR know, if appropriate.*

*In order to assist candidates and panel members in the shortlisting process, it is recommended that a maximum of 5 additional selection/supporting statements appear on the e-recruitment system. In some instances more supporting statements may be appropriate but bear in mind that some candidates may be put off if too many statements are required.*

*Please list your essential criteria in order of importance in the “How is it to be tested” column e.g.* ***SS1****,****SS2, SS3, SS4 and SS5****, with* ***SS1*** *and* ***SS2*** *being the most important/essential criteria ie if the candidate does not have the skills/experience for* ***SS1 and SS2***  *they will not be shortlisted.*

*The candidates will be asked to make their statements for* ***SS1-SS5***  *under section 6 of the e-recruitment application form.**Any other criteria listed on the person specification will be answered by the candidate on the “additional information” section of the application form or at interview.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Description** | **Essential/**  **Desirable** | **How it is to be tested** |
| **Qualifications** | *Degree in ……* | E | PQ/AF |
| *Professional qualification…..* | E | PQ/AF |
| **Experience** | *Experience of work with children with disabilities and their families* | E | **SS1**, INT |
| *Experience of work with autistic children* | D | **SS2**,INT |
| **Knowledge/ Skills** | *The ability to carry out psychometric and language tests* | E | **SS3**, INT |
| *Excellent communication and interpersonal skills* | E | **SS4**, INT |
| *Competent use of Microsoft Office tools, specifically Excel and Word.* | E | ST |
| **Personal Attributes** | *Flexible* | E | INT |
| *Empathetic* | E | INT |
| *Enthusiastic* | E | INT |
| *Committed to embedding practices which embrace diversity and promote equality of opportunity* | E | **SS5** INT |
| *Committed to Continuing Professional Development (CPD)* | E | INT |

**Key:**

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae, SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants’ answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants’ responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

1. **Organisation chart (optional)**

*To show where the role fits within the department or division.*

1. **Date**

*All job descriptions must include a date to ensure currency.*

## About City St George’s, University of London

City St George’s, University of London is the University of business, practice and the professions.

City St George’s attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George’s, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George’s campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF (2021)](https://www.city.ac.uk/research/impact/ref) 86 per cent of City research was rated as ‘world-leading’ 4\* (40%) and ‘internationally excellent’ 3\* (46%). St George’s was ranked joint 8th in the country for research impact with 100% of impact cases judged as ‘world-leading’ or ‘internationally excellent’. As City St George’s we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George’s Alumni Network.

City St George’s is led by Professor Sir Anthony Finkelstein.

School of Health and Medical Sciences currently offers a range of employee benefits:

|  |  |
| --- | --- |
| **Salary:** | **£xx,xxx** pa, (pro-rated for part-time staff). The salary range for **XXXX** is **£xx,xxx** – **£xx,xxx** and appointment is usually made at the minimum point. |
| **Hours:** | 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area. |
| **Annual leave:** | 30 days per annum. Plus eight UK public holidays and four days when City St George’s, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement. |
| **Pension:** | Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.  [Superannuation Arrangements of the University of London (SAUL)](http://www.saul.org.uk/)  [London Pension Fund Authority (LPFA)](https://www.lpfa.org.uk/)  [Universities Superannuation Scheme (USS)](https://www.uss.co.uk/)  [National Health Services Pension Scheme (NHSPS) (existing members only)](http://www.nhsbsa.nhs.uk/pensions) |
| **Flexible working** | [Flexible working](https://portal.sgul.ac.uk/org/cs/hr/staff-reward-recognition/resolveuid/bb1fe659b9c18b56397caed1554d4e61), including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work. |
| **Travel** | City St George’s, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](https://www.cyclescheme.co.uk/). |
| **Gift Aid** | If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll. |
| **Sports and Leisure Facilities** | [Rob Lowe Sports Centre](https://portal.sgul.ac.uk/org/cs/ef/robert-lowe-sports-centre?searchterm=robert+lowe+), situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George’s, University of London staff.  Within walking distance from St George’s is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](http://www.placesforpeopleleisure.org/centres/tooting-leisure-centre/). |
| **Shops and facilities** | There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room. |

**Informal enquiries**

Informal enquiries may be made via email to: [xxxxxx@sgul.ac.uk](mailto:xxxxxx@sgul.ac.uk)

**Making an application**

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk)

Closing date: **XXXX**

**Interview date will be on XXXX.** As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **XXXX**

We are delighted that you are interested in working at St George’s School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.