Test Vacancy

Job Description

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| Job Title | |
| Responsible to:  Accountable to: | xxxxx  xxxxx |

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| Overall Purpose |

A quick concise summary of the overall purpose of the job. The reason the job exists. What is done, to what or whom and with what result.

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| Principal Duties and Responsibilities |

This list should specify only the highest level of duties and should be limited in number.

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| Core People Management Duties & Responsibilities (Line managers only) |

* Manage performance and behaviour (including the PDR and the Probation period) of team on an ongoing basis.
* Monitor leave and absence of the team on an ongoing basis. Approve annual leave requests, manage poor attendance and support staff with ongoing ill health issues.
* Monitor and approve development opportunities to meet changing needs of the University and personal development.
* Communicate effectively at all levels, ensuring relevant information is cascaded to the team and allow for two way communication including team meetings and 1-2-1’s
* Foster wellbeing of team members ensuring maintenance of work life balance, adherence to Working Time Regulations and providing opportunities for staff to raise issues e.g. through regular 1-2-1 meetings.
* Plan resources (human and capital) to ensure adequate coverage to meet the needs of the service whilst recognising employee wellbeing.
* Undertake all aspects of recruitment in accordance with University policy and procedure, for both within the team and supporting other departments and faculties across the University
* Undertake investigations  and undertake role of hearing manager in cases of disciplinary and grievance for employees across the University in line with University Policy and procedures.

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| Generic Duties and Responsibilities |

Job descriptions are summaries of key tasks and responsibilities, not exhaustive lists of every task a post-holder may have to carry out.

Responsibilities should be distinct and describe an important aspect of the role in which results must be achieved with a focus on what is required, not how it is fulfilled.

These statements should be listed in order of importance and provide a clear picture of what is to be delivered and represent all the major outputs of the role.

Consider how the job description relates to and fits in with other roles in the team.

# All job descriptions should include the following statement:

# The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the xxxxxxxx.

# The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.

The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

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| Person Specification |

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

The person specification should provide what is required for recruitment purposes. Include details of the nature and context of each type of experience required – remember that experience does not have to be gained in an identical environment.

Avoid specifying a required length of experience, this could be seen as discriminatory against younger workers and women who have taken career breaks. Focus on the type of experience.

The person specification should describe the activity, in terms of competence, required to achieve the task described in the job description.

Indicate if there is a requirement to maintain professional accreditations through appropriate updating of skills and knowledge.

Identify an assessment method for each criteria and whether it is an essential/desirable criteria. Candidates must meet all essential criteria in order to progress to interview stage.

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| --- | --- | --- | --- |
|  | | Please see Key below | |
| **Criteria** | | **Essential**  **/ Desirable** | **Assessment Methods** |
| **Qualifications** | | | |
| 1 | *For More Rows (right click > insert > rows below)* |  |  |
| 2 |  |  |  |
| **Skills, Knowledge and Experience** | | | |
| 3 | Demonstrate an understanding of HR policies and procedures |  |  |
| 4 | Ability to identify and undertake vital conversations appropriately |  |  |
|  | Ability to delegate appropriately |  |  |
|  | *For More Rows (right click > insert > rows below)* |  |  |
| **Personal Qualities** | | | |
|  | Ability to adapt to organisational change |  |  |
|  | Ability to adapt to technological advances in the workplace |  |  |
|  | Persuasion and negotiation skills |  |  |
|  | *For More Rows (right click > insert > rows below)* |  |  |
|  | ***Required when the post has line management responsibilities*** | (E) Essential  (D) Desirable | (A) Application  (I) Interview  (T) Test  (P) Presentation |

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| Terms and Conditions of Employment |

**Job Title:** xxxxx

**Duration:** Substantive / Fixed term: (Length of contract)

**Hours:** Full / Part time: xx hours per week

**Salary:** Grade x: £x - £x per annum, pro rata

**Work Base:** Waterside/Avenue/Park Campus or any of The University of Northampton premises as required

**Pension:** Eligible to join the Local Government Pension

**Holidays:** Pro rataXX days per annum plus 5 days after 5 years continuous service plus Bank Holidays and Closed days.

**Notice period:** 1 month for Grade 6- / 2 months Grade 7+

**Probationary period:** 6/12 months

**Additional Points to Note**

Applicants are required to provide two referees who can give an opinion on academic and/or professional work experience.

Successful applicants are required to provide any stated/required qualifications and evidence of any memberships to professional bodies.

Applicants must provide evidence of their right to work in the UK in accordance with the Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006.

The starting salary for all new appointments and internal promotions will normally be at the minimum point of the grade

Should you be shortlisted to attend an interview the University will not reimburse you for any expenses incurred.

The successful candidate for this post will be required to undergo a Disclosure and Barring Service (formerly CRB) Check. However a criminal conviction will not necessarily exclude applicants from employment. The University will consider all applications fairly on their merit based upon the information provided and the requirements of the post. The University has a DBS policy which is available on request.