

# Job Description

Prior to completing this template, please refer to the Writing a Job Description guidance.

**Title of Post:**

**Grade:** (Please include the salary here as well as grade.)

**Faculty or Directorate:**

**Post number**:

**HERA Code:**

**Location**: (Hybrid working arrangements are available/site based and the main office base e.g Headington.)

**Reporting to:**

**Staff Line Managed:** (If the role is responsible for PDRs and formally line managing others, please note titles here.)

The above full-time/part-time/permanent/temporary post is available from **DATE/ immediately (to DATE).**

Please note any other information in relation to working arrangements e.g shifts, offsite travel, weekend work required, job share.

**Title (Faculty/Directorate Name)**

A typical job description may provide an overview of Brookes and the Directorate/Faculty or Department that the post will be working in. This should seek to engage candidates whilst remaining concise (approximately 3 sentences).

**Main Purpose of the Role**

This section should provide a concise overview of role objectives e.g approximately 4 to 6 sentences.

**Main duties and accountabilities**

What will this role achieve and how will it fulfill its purpose?

A concise and accessible description would usually contain 10 to 14 statements that provide an overview of duties and responsibilities.

This job description summarises the main duties and accountabilities of the post and is not comprehensive. The post-holder may be required to undertake other duties of similar level and responsibility.

**Person Specification**

**Essential Criteria**

This should provide only what is absolutely necessary to successful perform within the role.

For example without this skill/experience/characteristic, the role purpose and responsibilities cannot be delivered**.**

**We advise that approximately 10 criteria are included (excluding behaviours) to ensure a focused and successful recruitment campaign.**

**Desirable Criteria**

This section details criteria that will enhance the ability of the individual to complete the role, however are not necessary for success.

For example these skills and experience can be developed once in post.

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | Is a degree necessary?  Will this role require certain professional qualifications?  **Please also ensure that you add the caveat of** ‘or equivalent experience.’ |  |
| **Prior Experience** | To ensure a fair recruitment process and diverse talent pool, experience should not be measured in years.  You could instead consider stating ‘experience of’ or using descriptors such as ‘significant’ experience. |  |
| **General Skills and Abilities** | Managers are encouraged to use the [framework](https://docs.google.com/document/d/1N2rO0_vgX_Qjnbqzv9DlF138Al4RrUSe/edit?usp=sharing&ouid=105969352222354198355&rtpof=true&sd=true) provided which provides descriptors appropriate to grade levels.  These also align with good practice and research as well as applicable staff development resources which are designed to support future development.  You could also consider the following HERA competency areas:  Decision Making  Organisational skills  Service Delivery  Technical skills and abilities  Digital skills. |  |
| **Technical/Role specific skills** | Are there any technical skills or abilities required to perform the role?  This is different from professional qualifications e.g  *Able to use Excel to manipulate data, develop complex spreadsheets and calculate cost.*  *Excellent programming skills using Python.* |  |
| **Leadership Qualities**  Please delete if not applicable/the role is not line managing. | ***Act with Integrity*** *- Be honest and do what is right rather than what is comfortable or easy.*  ***Be Empowering*** *- Encourage, strengthen and instil confidence in others.*  ***Be Considerate*** *- Show an awareness and regard for others' feelings, needs and circumstances.*  ***Be Credible*** *- Be worthy of people's confidence and trust.*  ***Be Enterprising*** *- Recognise opportunities*, *innovate and inspire progress.* |  |
| **Behaviours** | Commitment to the [Oxford Brookes guiding principles](https://www.brookes.ac.uk/about-brookes/strategy/current-priorities-and-strategies/guiding-principles/) which are:   * Inclusivity * Confidence * Connectedness * Enterprising Creativity Generosity of Spirit |  |

For further information or to have an informal discussion about the role, please contact hiring manager email address to be included here.