

**Job pack**



**Message from the President and Principal**

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College,   
St Bartholomew’s Medical College, Westfield College and   
Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

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**Our strategy 2030**

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

**Staff benefits**

|  |  |
| --- | --- |
| • Annual leave – the full-time annual leave   annual entitlement is 30 working days   (not including bank holidays).  • [Season ticket loan scheme](http://hr.qmul.ac.uk/forms/pay/)  • [Pension scheme](http://hr.qmul.ac.uk/workqm/pensions/)  • [Reward and recognition schemes](https://hr.qmul.ac.uk/workqm/paygradingrewards/reward/sbs/)  • [Staff Networks](http://hr.qmul.ac.uk/equality/staff-networks-/parents-and-carers-network-/) | • [Cycle to work scheme](http://hr.qmul.ac.uk/workqm/paygradingrewards/reward/benefits/cycletowork/)  • [Qmotion sport fitness centre](https://www.qmsu.org/qmotion/)  • [Employee Assistance Programme](https://www.workplaceoptions.com/uk/)  • [Family friendly policies](http://hr.qmul.ac.uk/procedures/leave/maternity/)  • [Flexible working practices](http://hr.qmul.ac.uk/procedures/leave/flex_work/)  • [On-site day nursery](http://www.nursery.qmul.ac.uk/) |

Job description­­­

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| --- | --- |
| **Job details** | |
| **Job title** |  |
| **School/Dept/Institute Centre/Faculty** |  |
| **Reports to** |  |
| **Grade and salary** |  |
| **Hours per week** | **(full-time/part-time)** |
| **Appointment period** | Indefinite / xx months/years *including reason for fixed term contract if applicable* |
| **Current location** |  |
| **Work activity type** | **Delete as appropriate (only one option may be selected):** Teaching only  Teaching and Research  Research only  Professional Services: Admin/Operational/Technical and Support  Professional Services: Senior Management |

**Job context**

*Briefly describe the setting of the post within the School/Dept/Institute. Please see guidance notes for additional instructions and working examples of job contexts for a variety of roles at Queen Mary.*

**Job purpose**

*Briefly describe the setting of the post within the School/Dept/Institute. Please see guidance notes for additional instructions and working examples of job contexts for a variety of roles at Queen Mary.*

**Main duties and responsibilities**

*It is not necessary to list every task the jobholder will undertake. Job applicants will not read copious amounts   
of text. You should therefore focus on 12-15 of the primary duties and responsibilities of the jobholder. Duties should take the format:* *What is done, to what / to whom and with what outcome.*

*Please see guidance notes for further instructions on how to complete this section (http://hr.qmul.ac.uk/workqm/paygradingrewards/grading/).*

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.**

**Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.**

**Essential:** Requirements without which the job could not be done.

**Desirable:** Requirements that would enable the candidate to perform the job well.

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.



|  |  |  |
| --- | --- | --- |
| **Qualifications** | Essential | Desirable |
| Example: Minimum of 5 GCSEs (or equivalent) at Grade A-C including in English and Mathematics |  |  |
| Example: A level qualifications (or equivalent), or equivalent relevant experience |  |  |
| Example: Educated to degree level in a relevant field or equivalent experience |  |  |
| Example: Relevant postgraduate or professional qualification |  |  |
| **Experience/Knowledge** |  |  |
| Example: Relevant experience in …….. |  |  |
| Example: Experience of using Microsoft Office packages (Word, Excel, Outlook) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Skills/Abilities** |  |  |
| Example: Strong communication skills, both written and verbal. |  |  |
| Example: The ability to work both independently and as part of a team. |  |  |
|  |  |  |
|  |  |  |
| **Other** |  |  |
| Example: Flexible and professional approach to work |  |  |
| Example: This post is subject to a criminal record check |  |  |
| \*The ability to meet UK ‘right to work’ requirements. |  |  |
|  |  |  |

\* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment.  Candidates shortlisted for interview will be ask to bring their passport or another acceptable [form of evidence](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version) to verify their right to work.

**Visa Sponsorship**

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa.  Further information on the Skilled Worker visa can be found via: [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

**Global Talent Visa Route**

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: <https://www.gov.uk/global-talent>

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: <https://www.gov.uk/browse/visas-immigration/work-visas>

**Academic Technology Approval Scheme (ATAS)**

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the [ATAS listed subject areas](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas)  will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>



**EDI Initiatives**

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional [Athena SWAN](https://www.advance-he.ac.uk/equality-charters/athena-swan-charter) award for advancing gender equality and champion a number of [EDI initiatives](https://www.qmul.ac.uk/about/equality-diversity-and-inclusion/) across the University. We also offer a number of development programmes including [Springboard](http://hr.qmul.ac.uk/equality/protected-characteristics/sex/springboard-womens-development-programme/), [Aurora](https://hr.qmul.ac.uk/equality/protected-characteristics/sex/aurora-womens-leadership-development-programme-2022/) and [B-MEntor](http://hr.qmul.ac.uk/equality/protected-characteristics/race/bmentor/).

We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer ‘Introducing Inclusion’ training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do.  EDI is built into everything we do at Queen Mary, and is

championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact

[hr-equality@qmul.ac.uk](mailto:hr-equality@qmul.ac.uk).

**Flexible working:**

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our [Flexible Working Policy](http://hr.qmul.ac.uk/procedures/leave/flex_work/) includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

**Family Friendly Policies:**

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of [family friendly policies](http://hr.qmul.ac.uk/procedures/leave/maternity/) with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

**Details about the school can be found at:**

www.qmul.ac.uk/xxx

Informal enquiries should be made to:

**Name:**

**Tel:**

**Email:**

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**General Information**

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

