**JOB DESCRIPTION**

**Job Title:** <<Please Insert>>

**Grade:** <<Please Insert>>

**Department:** <<Please Insert>>

**Responsible to:** <<Please Insert>>

**Responsible for:** <<Please Insert>>

**Key Contacts:** <<Please Insert>>

**Standard Occupational Classification (SoC code):** <<Please Insert>>

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

**PURPOSE OF ROLE**

<<Please Insert>>

**KEY ACCOUNTABILITIES**

**Team Specific:**

* <<Please Insert>>

**Generic:**

* <<Please Insert>>

**Managing Self:**

* <<Please Insert>>

**Core Requirements:**

* Adhere to and promote the University’s policies on Equality, Diversity and Inclusion and Information Security.
* Ensure compliance with Health & Safety and Data Protection Legislation.
* Support and promote the university’s Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
* Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that [Name of service area] delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

* <<Please Insert>>

**KEY RELATIONSHIPS (Internal & External):**

* <<Please Insert>>

**PERSON SPECIFICATION**

**EXPERIENCE:**

**Essential Criteria**

* <<Please Insert>>

**Desirable Criteria**

* <<Please Insert>>

**SKILLS:**

**Essential Criteria**

* <<Please Insert>>

**Desirable Criteria**

* <<Please Insert>>

**QUALIFICATIONS:**

**Essential Criteria**

* <<Please Insert>>

**Desirable Criteria**

* <<Please Insert>>

**PERSONAL ATTRIBUTES:**

**Essential Criteria**

* We are looking for people who can help us deliver the [values](https://www.gre.ac.uk/docs/rep/communications-and-recruitment/this-is-our-time-university-of-greenwich-strategy-2030) of the University of Greenwich: Inclusive, Collaborative and Impactful.

**Desirable Criteria**

* <<Please Insert>>

