

**Advert Template Form**

Please complete all sections below, attaching completed advert to the supporting documents section of the Online Staff Request Form (OSRF). Please ensure you provide any other documents or website links which may be relevant to the advert.

**Job Title**

**Department**

**Location:** *Campus*

**Salary:** *range £ to £ per annum inclusive of London Allowance*

**Contract Type:** *fixed term, permanent (if fixed term contract – until xx xx xxxx (inclusive)*

**Closing Date:** DD MM YYYY

**Interview Date:** *[If known]* DD MM YYYY

**Job Reference:** xxxx

**Advert Text**

Enter brief details about the University and faculty/directorate/department in first paragraph

Enter brief details about the post and overall responsibilities in second paragraph

For an informal discussion about the post please contact (*Insert name and email address of contact for informal enquiries*)

Should you have any recruitment related queries please contact the People Directorate Operations Team on << Insert here POA’s work area email, e.g, peopleoperationsils@gre.ac.uk>>

Further details of the fantastic benefits and what we offer can be found here: [Our benefits - what we offer | Jobs and careers | University of Greenwich](https://www.gre.ac.uk/jobs/benefits) and information on the university’s working principles: [Working Principles and Guidelines | Documents | University of Greenwich](https://docs.gre.ac.uk/rep/human-resources/working-principles-and-guidelines)

To apply, please visit the University of Greenwich vacancies page and complete all details, including the supporting statements (please note attached CVs and personal statements will not be seen by the recruitment panel at the application stage). [Current Vacancies - Jobs at Greenwich](https://jobs.gre.ac.uk/vacancies.aspx)

**Employment Visa:** Under the UK Government Points Based System scheme this role does/ does not meet the criteria to be sponsored for a Skilled Worker Route application.

We are looking for people who can help us deliver our mission of transforming lives through inspired teaching and research, through our values.

[Academic Career Pathways](https://www.gre.ac.uk/hr/academic-framework)

We are committed to building a strong, diverse workforce that reflects the communities we serve. We particularly encourage applications from [protected characteristic(s)], who are currently under-represented within the University of Greenwich at these levels/within these areas.

*We do this through taking positive action such as encouraging applications from Black, Asian and Minority Ethnic, disabled and LGBT+ people. As part of our commitment to*[*Equality, Diversity and Inclusion, Time to Change Employer Pledge*](https://www.gre.ac.uk/jobs/edi)*/*[*Mentally Healthy Universities*](https://www.mind.org.uk/workplace/working-with-universities/)*, we are committed to promoting and supporting the physical and mental health of all our staff, and removing barriers to improve inclusion.*

*We encourage applicants to disclose experience of mental health problems so we can support them fully during our recruitment process and make any necessary reasonable adjustments. Any information disclosed will be kept confidential and separate from the job application form.*

*We are making significant strides to understand and continuously improve our employees’ experience and we are committed to implementing progressive diversity talent management.*