**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Vacancy No:**  | XXXXXXXXXXX |
| **Job Title:****Post Number:** | XXXXXXXXXXXXXXXXXXXXXX  |
| **Department:** | XXXXXXXXXXX |
| **Grade/Salary:** | Grade X/AcX £XX,XXX - £XX,XXX per annum inclusive of London AllowanceSalary offers will be made at a point on the salary scale, based on the skills and experience of the appointed candidate |
| **Hours:** | XX hours per week (part/full time – X.XX FTE) |
| **Responsible to:** | XXXXXXXXXXX |
| **Responsible for:** | XXXXXXXXXXX |

|  |
| --- |
| **Department Background** |
| Insert a brief summary about the department, any keys projects etc |
| **Job Summary** |
| Insert a brief summary of the key purpose of the role. |
| **Key Tasks** |
| * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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**General*** The post holder must at all times carry out their responsibilities with due regard to the School’s Respect at SOAS statement and adhere to and promote the School’s Equality and Diversity policies
* The post holder must accept responsibility for ensuring that policies and procedures relating to health and safety at work are adhered to at all times
* The post holder must carry out their duties in line with the requirements of the Data Protection Act
* The post holder must abide by the requirements of the School’s IT policies
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| **Competency and Evidence** |
| Oral communication:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Written/Electronic Communication:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Teamwork and Motivation:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Liaison and Networking:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Service Delivery:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Decision Making Processes and Outcomes:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Planning and Organising Resources:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Initiative and Problem Solving:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Analysis and Research:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Sensory and Physical Demands:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Work Environment:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Pastoral Care and Welfare:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Team Development:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Teaching and Learning Support:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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| Knowledge and Experience:* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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*The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

*Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post. The job description may be varied from time to time at the discretion of the School, in consultation with the post holder.*

**PERSON SPECIFICATION**

**Job Title:** XXXXXXXXXXXXXXXXXX

**Department:** XXXXXXXXXXXXXXXXXX

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| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Experience and knowledge** |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |  | **X** |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |  | **X** |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |  | **X** |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |  | **X**  |
| **Skills and abilities** |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| **Qualifications**  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |
| **Other requirements** |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | **X** |  |

**How to Apply**

Please click the link at the bottom of the advertisement to apply via the SOAS online application portal.

The application form should be completed in full; compulsory elements of the application are highlighted on the system.

In addition to completing the online application form, you should also upload the following documents in support of your application:

* CV
* Publications list
* An example of one of your recent publications
* A research plan for the next three years

Please note that we will seek to contact your referees should you be shortlisted for interview for this vacancy. Please can you make your referees aware of the fact that references may be requested from them at this time.

**Closing date: XX XXXXXX 2016**

**Completed applications must be received by 23:59 on the closing date to be considered.**

**Interviews will provisionally be held in the week commencing <DATE> OR on <DATE>.**

**If you have any questions or require any assistance with your application process, please contact hr-recruitment@soas.ac.uk.**

***At SOAS we celebrate diversity and promote equality and inclusion amongst our staff and students. As such, we welcome applications from all, regardless of personal characteristics or background.***



***Please scroll down for further information on SOAS Staff benefits***

# SOAS STAFF BENEFITS SUMMARY

## Competitive Salary:

Staff at SOAS are paid within one of eight grades on the national 51 point pay spine.

The salary quoted in the job description shows the entire range of salaries assigned to the grade of the job. The salary offered to the successful candidate will depend upon their experience and previous salary.

Once appointed, staff (if in post by 31 January) will move to the next point on the salary scale each year on 1 August until they reach the maximum of the scale.

In addition to the annual increment, a percentage rise will normally be negotiated nationally with the trade unions each year, and will also be awarded from 1 August.

The School uses a job evaluation scheme for evaluating roles to ensure equal pay for work of equal value across all staff.

London Allowance is paid in addition to basic salary to staff located in London.

The current rate is £2,953 per annum will increase incrementally to £3,500 in August 2018. From 1 August 2019 London Allowance will be consolidated into basic pay.

OR (g10/professors)

The salary offered will be determined based on experience and previous salary and will be in line with the range quoted in the job advert.

Staff can be considered for salary progression through an annual reward process.

## Pension:

The School operates the Superannuation Arrangements of the University of London (SAUL) Career Revalued Benefits (CARE) pension scheme.

The School will contribute a sum equal to 13% of your salary while you pay 6%.

**OR**

The School operates the Universities Superannuation Scheme (USS) Career Revalued Benefits (CARE) pension scheme.

The School will contribute a sum equal to 18% of your salary while you pay 8%.

Members also have access to the new defined contribution section of the USS scheme.

Eligible staff will pay pension contributions on a salary sacrifice basis.

## Holiday:

Staff are offered 30 days (6 weeks) paid leave per annum plus Bank and Public holidays normally observed in England and Wales.

In addition, the School is normally closed for up to six days a year, over the Christmas and Easter holidays.

Part-time staff will be entitled to the pro-rata equivalent.

## Life Cover:

Active members of the Superannuation Arrangements of the University of London (SAUL) pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a two-thirds pension for your dependent/spouse will be payable should you die before retirement whilst in employment.

**OR**

Active members of the Universities Superannuation Scheme (USS) automatically qualify for life cover equal to three times your salary so long as you remain a member of the scheme. Dependents pensions will also be available.

## Travel Season Ticket Loan:

Interest-free loans are available for staff to purchase annual season tickets.

## Cycle to Work Scheme:

The School promotes a greener approach to travel by encouraging the use of a bicycle as transport to and from work, and supports the Government’s Cycle to Work scheme.

## Computer Loan:

The School offers an interest free loan up to a maximum of £1,500, to purchase a computer.

Work-life balance and family-related matters**:**

The School offers a range of benefits to support you in balancing work life and family life, including enhanced maternity and paternity packages and childcare vouchers.

**Enhanced Maternity and Adoption Pay**

Qualifying employees are entitled to enhanced maternity/adoption pay: 18 weeks’ full pay, 8 weeks’ half pay, 13 weeks’ Statutory Maternity/Adoption Pay.

This is an enhancement to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Staff returning to work after maternity/adoption leave will also receive an incentive payment of one additional week’s pay per month for the first eight months.

**Enhanced Paternity Pay**

Qualifying employees are entitled to two weeks’ paternity leave entitlement at full pay.

This compares to the statutory provision of two weeks’ pay at the statutory rate.

**Childcare Voucher Scheme**

Childcare vouchers can enable parents to pay for childcare from pre-tax and National Insurance income.

**Childcare Allowance**

The School provides some financial assistance to employees who are required to pay childminder or nursery fees for their children.

**Flexible working**

The School recognises the importance of helping its employees balance their work and home life and is committed to considering and agreeing, wherever possible, requests for flexible working to enable staff to manage their responsibilities caring for children or adults.

## Wellbeing and support:

## Enhanced Sick Pay

Occupational sick pay is offered at the rate of two weeks’ full pay, followed by two weeks’ half pay from day one of employment, rising incrementally to 6 months’ full pay followed by six months’ half pay after 5 years’ service.

**24/7 confidential support**

Staff and their household members have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year. Staff also have access to telephone counselling.

**Occupational Health**

The School works with an independent occupational health provider, taking a proactive approach to the management of health in the work environment. The service advises on the effects of health on work and work on health.

Staff experiencing work-related muscular-skeletal problems can also access

a physiotherapy service.

**Eye tests**

Employees using display screen equipment (DSE) such as VDUs are entitled to an eye examination funded by the School.

**Faith and spiritual practice**

SOAS is a community where individuals are free to practice their faith in an open and encouraging environment. There are prayer rooms available for both staff and students to use.

## Learning and career development:

**Training and personal development**

The School is very supportive of developing its staff and offers a wide range of internal courses to help staff develop on a personal and professional level, as well as providing funding to attend external events and conferences.

Staff also have access to a Fee Remission Scheme for SOAS part time Masters level study.

**Library**

Staff members have access to the SOAS library, which is one of the world's most important academic libraries for the study of Asia, Africa and the Middle East.

**Events**

All staff are welcome to attend a range of exhibitions, lectures, Q&As and seminars held by academic departments.