**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **JOB TITLE:** | XXXXXXXXXX | |
| **SCHOOL/DEPARTMENT:** | XXXXXXXXXX | |
| **REPORTS TO:** | XXXXXXXXXX | |
| **SUPERVISES:** | XXXXXXXXXX OR N/A | |
| **POST REFERENCE:** | XXXXXXXXXX | |
| **GRADE:** | XXXXXXXXXX | DATE/ Month/Year |

**Purpose of the Job**

*Details of purpose of the job*

**Main Duties of the Jobholder**

*Bullets point main duties.*

**Working Relationships and Contacts**

*Highlight main relationships and contacts.*

**Dimensions**

*Dimensions of role (problem solving, impact, resource management, working environment etc)*

**General Responsibilities**

These are standard to all Birkbeck Job Descriptions

* To adhere to the College’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
* To work in accordance with the Data Protection Act and to ensure that all new systems are reported to your Data Protection Controller.
* To undertake such other duties as may be reasonably expected.
* To provide a healthy and comfortable working environment, smoking is prohibited throughout the College, except in specially designated areas.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Job Title:** XXXX | **Post No:** [HR to Add] | **Department/School:** XXXX |

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Knowledge** |  |  | *Interview*  *Application*  *Test*  *Presentation* |
| **Technical/Work-based Skills** |  |  |  |
| **General Skills/Attributes** |  |  |  |
| **Experience** |  |  |  |
| **Qualifications** |  |  |  |