**Job Description**

### Ref No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Job Title |  |
| **School / RI / US Department** |  |
| **College / University Services Division** |  |
| **Reporting To** |  |

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| **Job Purpose** |
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| **Main Duties and Responsibilities** |
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## Job Description

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| **Knowledge, Qualifications, Skills and Experience** |
| Knowledge/Qualifications Essential:  Desirable: |
| Skills Essential:  Desirable: |
| Experience Essential:  Desirable: |

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| **Dimensions** |
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| **Job Features** |
| Planning and Organising |
| Decision Making |
| Internal/External Relationships |
| Problem Solving |
| Other |
| Additional School/RI/College Information - In addition to the information listed above please provide and any other information about your School/RI/College that may be of interest to applicants. |

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| **Organisation Chart** |
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