

**Job Title**

**Reference: [HR to Add]**

**Department**

**School**

**Month Year**







Thank you for your interest in the role of **XXX** at Birkbeck, University of London.

**Profile of Birkbeck**

In 1823 George Birkbeck founded the London Mechanics’ Institute with a vision for opening up university education to working Londoners. By 1920 Birkbeck was incorporated in to the University of London and today, almost 200 years later, George’s mission remains undimmed.

Birkbeck, University of London, is a world-class research and teaching institution, a vibrant centre of academic engagement and excellence and London's only specialist provider of evening higher education.

Where once we were known solely for our part-time courses and mature students, today we have a wider mix; our cohort of full-time undergraduates has grown from zero to almost 3,000 over the past six years. Undergraduate students can study for a degree at a pace that suits them, across three, four or six years, while we are the sixth largest provider of postgraduate programmes in the UK.

We have 14,000 students studying for over 40 Certificates of Higher Education, six Foundation Degrees and nearly 80 BA/BSc/LLB degrees in Arts; Business, Economics and Informatics; Law; Science; Social Sciences, History and Philosophy. The School of Social Sciences, History and Philosophy is one of our largest Schools with 2,500 students, split evenly between postgraduates and undergraduates.

But while Birkbeck has its roots firmly in London, we are recognised on a global stage. The Times Higher Education *(THE)* World University rankings 2015-16 placed Birkbeck among the world’s top 250 universities and ranked us the 50th most international university, taking in to account both the international students and international academic collaborations.

Arts and Humanities courses at Birkbeck were recently ranked 52nd in the world, third best in London and 11th in the UK by THE 2015-2016 World University Subject Rankings, including SSHP’s archaeology, classics, history, linguistics and philosophy programmes plus the School of Arts’ literature, theatre and cultural studies programmes. And we are in the top 100 worldwide for English Literature, History, Philosophy, Psychology, according to the QS World University Rankings by subject 2015.

Birkbeck’s reputation as a world-class research intensive institution was cemented by the Research Assessment Framework in 2014. Birkbeck was 30th in the UK for research, with 73% of our research rated ‘world leading’ or ‘internationally excellent’. We are home to 44 research and specialist institutes and among the awards our research has won in recent years is the Queen’s Anniversary Prize for excellence in higher education at the Centre for Brain Function and Development.

This unique combination of ground-breaking research and innovative teaching provides an inspirational learning experience for our students; we have consistently ranked number one in London for teaching and student satisfaction in the National Student Survey.

Birkbeck’s main Bloomsbury campus is in the heart of academic London, home to a number of other universities and colleges of the University of London, including University College London and the School of Oriental and African Studies.

We are situated among beautiful, leafy squares in one of the world’s greatest concentrations of libraries, including the British Library and Senate House Library. The British Museum is next door and we are a just short stroll from the West End. Across the city in east London, we offer courses at University Square in Stratford. Both our campuses are well-served by public transport.

**About Department/School <if required>**

*Details of department / school*



**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**

*Bullet 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 |

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