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| **Guidance for completion of the Job Description template is**  **provided in red text and should be deleted from the final version**. |

**Job Title**

**Faculty or Service**

**Stirling Campus** *(or amend as appropriate)*

**Grade X** *(to be completed by HR once the role has been through Job Evaluation-Grading Process)*

**Organisational Structure**

This job reports to: *insert the title of the job, not the name of the job holder.*

*Please also insert a structure chart – showing only job titles and grades, not names.*

**The Role**

*This section should be a concise statement regarding the main purpose/ focus of the role.*

**Key Duties and Responsibilities**

*This section should list the main high level duties and responsibilities of the role, it is not meant to be a detailed list of all tasks.*

**Person Specification**

*The section should outline the essential criteria for the job. These are the standards that applicants will be short listed against and therefore must be clear, measurable and relevant to the job.*

Qualifications

*Detail the essential qualifications for the role. For example;*

*Educated to HNC level or equivalent (where no formal qualification is held, additional relevant experience is required above that noted below).*

Knowledge & Experience

*Detail the essential knowledge and experience for the role. For example;*

*2 years experience working in a busy office environment.*

*Demonstrable experience of developing and maintaining web pages.*

Skills & Attributes

*Detail the skills/ personal requirement. For example;*

*Ability to work independently, as well as part of a team.*

*Ability to prioritise multiple tasks and meet deadlines.*

**Behaviours / Competencies**

We place great importance on behaviours and attitudes during the selection process to ensure that we bring people into the University who support the way we do business. In addition to the duties and responsibilities associated with this role, the role holder will be required to evidence that they can meet the qualities associated with the following behavioural competencies, as detailed within the AUA Competency Framework.

*For Grade 1-5 please choose the most relevant. For Grade 6-9 it is anticipated that all are relevant.*

1. **Managing self and personal skills**

Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.

1. **Delivering excellent service**

Providing the best quality service to external and internal clients. Building genuine and open long-term relationships in order to drive up service standards.

1. **Finding solutions**

Taking a holistic view and working enthusiastically to analyse problems and to develop workable solutions. Identifying opportunities for innovation.

1. **Embracing change**

Being open to and engaging with new ideas and ways of working. Adjusting to unfamiliar situations, shifting demands and changing roles.

1. **Using resources effectively**

Identifying and making the most productive use of resources including people, time, information, networks and budgets.

1. **Engaging with the wider context**

Enhancing your contribution to the organisation through an understanding of the bigger picture and showing commitment to organisational values.

1. **Developing self and others**

Showing commitment to own ongoing professional development. Supporting and encouraging others to develop their professional knowledge, skills and behaviours to enable them to reach their full potential.

1. **Working together**

Working collaboratively with others in order to achieve objectives.  Recognising and valuing the different contributions people bring to this process.

1. **Achieving results**

Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.

**Additional Information / Special Conditions**

*Any other information or special conditions can be detailed here.*

*For example if the role works a shift pattern, has a uniform, is expected to have to travel regularly or requires a PVG check. This section may not be relevant to all jobs.*