



**JOB TITLE**  
**SCHOOL / SERVICE**

**Applicant Information – Reference No. XXX**

Insert standard text on School or Service as agreed with HoS

**Job Description**

Insert statement on main purpose of role.

**Key Duties and Responsibilities**

List key areas of responsibility and associated tasks.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.*

## Contractual Information

<b>Job Title:</b>	<b>Grade/Salary Range:</b>
<b>School/Service:</b>	<b>Pension Scheme:</b>
<b>Reporting to:</b>	<b>Annual leave:</b>
<b>Duration of Post:</b>	<b>Sickness benefits:</b>
<b>Working Hours:</b>	<b>Start Date:</b>
<b>Disclosure Scotland Requirement:</b>	

## Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of the role.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Means of Assessment</b>
Education & Qualifications ( <i>technical, professional, academic qualifications and training required</i> )			e.g. Certificates
Experience ( <i>Examples of specific experience sought. For Academic posts state type of publications expected as well as teaching, research, professional / industrial / commercial, consultancy, managerial and administrative experience</i> )			Application form and interview
Competencies, Skills & Knowledge ( <i>e.g. effective communication skills, initiative, flexibility, leadership etc</i> )			Interview and test
Other Attributes/Abilities (if applicable)			Interview
Special Factors (if applicable)			

**Essential Criteria** – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

**Desirable Criteria** – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

### Other Relevant Information

Insert other information which may be useful for applicants to know (e.g. date of interviews / format of interviews / who to contact for informal discussion prior to application etc.)

Consideration can be given to including references to appropriate links on web e.g. details on School/Section.  
*If there is nothing to add here, please remove title.*

### Application Process

Applications should be completed on our application form, available here <http://www.hw.ac.uk/hr/htm/vacancies/HR-Standard-Appl-form-2009.doc> or if you are unable to access this please call 0131-451-3022 for a paper application form.

Forms should be returned to Human Resources no later than **XXXXXXXXXX**. Applications can be submitted by email to [hr@hw.ac.uk](mailto:hr@hw.ac.uk) or by post to Human Resources, Lord Balerno Building, Heriot-Watt University, Edinburgh EH14 4AS.

For all applications and correspondence about your application, please quote ref: **INSERT JOB REF**

The University is committed to equality of opportunity.

### Heriot-Watt University and Values

With a history dating back to 1821, Heriot-Watt University has established a reputation for world-class teaching and practical, leading-edge research, which has made us one of the top UK universities for business and industry.

We're a vibrant, forward-looking university, well known for the quality of our degrees with employers actively seeking out our graduates.

Heriot-Watt is also Scotland's most international university with an unsurpassed international in-country presence. We deliver degree programmes to 11,800 students in 150 countries around the world, have a campus in Dubai and Malaysia and boast the largest international student cohort in Scotland.

At Heriot-Watt we've created an environment that nurtures innovation and leadership - where our researchers, staff and students can realise their potential and develop their ambitions.

We're proud of our collegiate atmosphere and integrated teaching and research approach which has helped to build a community of committed academics and highly motivated students. Our focus on careers delivers results and we've an excellent reputation for graduate employability.

We have campuses in Edinburgh, the Borders, Orkney and Dubai and Malaysia where we aim to provide stimulating, supportive environments conducive to effective learning and research, and where staff and students can excel.

At Heriot-Watt, we have an established set of values that help us to nurture innovation and leadership, and show our commitment to continuous improvement and development in all our activities.

Our values describe our deeply held beliefs and our community spirit. They characterise not only how we are as a higher education institution but also frame how we want to be.

Our values are:

- Valuing and respecting everyone
- Pursuing excellence
- Pride and belonging
- Shaping the future
- Outward looking

As a learning, living and working institution, we use our values as the building blocks of how we go about doing our work and how we conduct ourselves as part of Heriot-Watt University. They represent what binds us together as a University community and help us to become the best at what we do.

It's key that all our staff feel part of our achievements, and our values provide your link to our success.

For full details on our University please view our website, [www.hw.ac.uk](http://www.hw.ac.uk)

Heriot-Watt University is a charity registered in Scotland (SC000278).