

Faculty of XXX

Lecturer/Senior Lecturer/Associate Professor in xxx

Further Particulars Guidance for Managers

Reference xxxxx

This guidance has been developed to assist recruiters in completing the vacancy further particulars for academic pathway one roles and should be used in conjunction with the pathway one [further particulars templates](#). Where standard text is included in the templates this is indicated in the guidance. Standard text that requires editing by the Lead Recruiter is indicated on the templates by highlighted text.

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NB The order of sections 4 through 7 can be adjusted but should usually follow a sequence similar to that outlined here.

1. Introduction

An upbeat paragraph or paragraphs summarising the key features of the role, the general context and the sort of person the University is looking for (often replicating or building on the wording of the advertisement).

There should be enough information here to engage the reader and provide a background from which the full job description and person specification will follow and any information included in this section must be consistent with the information included under 'The Post' section below.

2. Job Description

a. Main job purpose

Please provide a brief outline of the core remit and requirements of the role and the key terms of the role. The main job purpose outlines the overall contribution the job makes to the success of the University's goals, or, alternatively, 'why' the role exists. A brief statement here should explain:

- What the post is intended to achieve,
- How the post adds to the successful teaching/research of the School, and, by implication;
- What would be lost if the post were not filled

Please refer to the relevant [Academic Career Pathway Role Profile\(s\)](#) relating to this role in order to ensure that this section is aligned with the role summary.

For example:

As befits a Pathway One role at the University of Bristol, the holder of this position will be expected to

We are particularly interested in appointing someone with expertise in one or more of the following areas:

The post is based at xxxxxxxx (location).

b. Statements of responsibilities

Please detail the specific areas of responsibility for this particular role set out under separate headings for teaching, research and administrative duties as appropriate, including relevant facilities and support available if relevant.

Pathway and profile level will have been determined at vacancy approval stage. Recruiters will either be advertising a role at one level or across more than one level where the level of the appointment will not be determined until appointment stage e.g. Lecturer/Associate Professor (level c/d).

Please refer to the relevant [Academic Career Pathway Role Profile\(s\)](#) relating to this role to ensure that this section is aligned with the appropriate level of responsibilities. If it is a senior academic post and a Head is being sought, the standard Head of School role description can be inserted; see <http://www.bristol.ac.uk/media-library/sites/hr/documents/resourcing/hoschooljobdescription.pdf>

In line with the Equality Act 2010, the statement of responsibilities must include descriptors outlining any potential health-related hazards, particularly when specific health checks are required due to the nature of the role. Please read the [briefing note](#) on job hazard information for job descriptions.

The specific qualifications, skills, experience and attributes of the person sought should be set out in detail in the person specification section.

Teaching

Set out the teaching responsibilities in broad terms, indicating clearly the degree of input into designing elements/courses/programmes and contributing to departmental policy in this area.

Research

Describe the particular contribution to research project(s), making clear the extent of independent responsibilities, both in terms of the intellectual component of the research and oversight of other people.

Administration

Set out the administrative and managerial responsibilities.

c. Contacts

Line manager, Line manager to (where appropriate)

Please complete the job title of the line manager and, if the role-holder line manages staff, the titles of their roles; do not include names.

Internal Contacts and External Contacts

Please identify the most significant internal and external relationships that the role has, describing the **nature of the contact** and the overall **purpose** of the relationship. Take into account relationships with senior and junior colleagues as well as with more immediate colleagues. Describe the nature of the contact and the purpose of the relationship where appropriate.

3. The Post: Person Specification

The person specification provides the selection criteria that are the key to a systematic and effective recruitment and selection process. Please articulate the experience, skills and knowledge, relevant qualifications, communication and interpersonal skills that are **essential** to carry out the job effectively (i.e. those qualities candidates will need on appointment to the role) and those that are **desirable** (i.e. that could be acquired or developed over time).

Avoid specifying a required length of experience. Using such a requirement, particularly where it is for a lengthy period, could potentially be seen to be discriminatory against both younger workers and women who have taken career breaks when having children and therefore in breach of the Equality Act. Instead, focus on the type and depth of experience you are looking for rather than an arbitrary duration, which is unlikely to be a good indicator of performance in any case.

In line with the Equality Act 2010, criteria relating to any potential health-

related hazards may be included, particularly when specific health checks are required due to the nature of the role. Please read the [briefing note](#) on job hazard information for job descriptions.

Pathway and profile level will have been determined at vacancy approval stage. Recruiters will either be advertising a role at one level or across more than one level where the level of the appointment will not be determined until appointment stage e.g. Lecturer/Associate Professor (level c/d).

Please refer to the relevant Academic [Career Pathway Role Profile\(s\)](#) relating to this role in order to ensure that this section is aligned with the 'qualifications, skills, knowledge and experience needed at appointment' section.

4. The School of

Please include background information about the relevant School, staff lists and a link to the website.

5. The Faculty of

Standard information is included in the further particulars templates.

6. The University and the City of Bristol

Standard information is included in the further particulars templates.

7. The University's Commitment to Equality and Diversity and a Positive Working Environment

Standard information is included in the further particulars templates.

8. Academic Career Pathways

Standard information about the [academic career pathways](#) is included in the further particulars templates, including role summaries for each level of the pathway. If you wish you may also include the full role profile for the role.

Please also see information about the University's [progression procedure](#) for academic staff.

9. Terms and Conditions

Standard information is included in the further particulars templates that must be tailored by the Lead Recruiter. Please note that all details need to be amended as appropriate and that this section must be consistent with section 2, 'The Post'.

Start date: A nominal start date will have been determined at vacancy approval stage.

Faculty/School location: Please insert the name of the Faculty and the name and full postal address of the relevant School.

Pathway and profile level: This will have been determined at vacancy approval stage and could be b, c or d, or a combination of these. Recruiters will either be advertising a role at one level e.g. Lecturer level b, or a role for which the level will not be determined until appointment stage e.g. Lecturer/Associate Professor (level c/d).

Salary/Grade: Salary and grade should correspond with the profile level or levels of the post being advertised. Please see the [salary scales](#) and the University's [Starting Pay Policy](#) and ensure that both the salary and grade are inserted.

Terms and conditions: standard sentence is included.

FTE: If the role is part time please state the number of hours per week. If the role is full time it is wise to give consideration to whether the role could be carried out on a part time or job-share basis prior to advertising. Most roles within the University can be carried out on a fractional basis and we should be prepared to accept applications on that basis where possible. Further advice on this matter can be sought from your [Faculty HR Manager](#).

Duration of contract: If fixed term specify the length of the contract. Further information on the appropriate use of fixed term contracts can be found at <https://www.bristol.ac.uk/hr/policies/oldordinances/ord26guide.html>

Pension scheme, salary exchange scheme, relocation scheme, Teaching and Learning Programme: standard information is included.

10. Application Procedure and Selection Process

Standard information is included in the further particulars templates which should not be edited except to add the preferred dates for closing the vacancy, short-listing and for the final selection process. We advise that academic posts are advertised for two to three weeks. Interview dates should be set a minimum of 5 weeks after the closing date. Please discuss these dates and your plans for the recruitment advertising and selection process with a member of [HR](#) in advance so that an appropriate process and time-scale can be put in place.

Please see the [policy on academic recruitment](#).

The recruitment team will add the vacancy reference number.

11. Additional Information

Please include the full name, designation and contact details for the informal contact(s) for the vacancy. These are usually the line manager of the post and/or the Head of School.

12. Organisation Chart

Please insert your School or Faculty organisation chart(s). If the chart is large or complex you may wish to attach it as a separate document. If so please cross reference it here.