**Vacancy ref:**

<Department>

JOB DESCRIPTION

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| **Title:** |  |
| **Grade:** |  |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** |  |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Job Summary:** |  |

**Duties:**

* >
* >
* >
* Any other duties commensurate with the grade as deemed necessary by the Director of >.
* A commitment to LJMU’s values and regulations and Equality and Diversity Policy.
* Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
* Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities; the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU’s Environment and Sustainability Policy.
* The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Strategic Management Team, are contained in Section 2 of the University’s Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy.
* For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

**Person Specification**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

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| **Essential Factors** | **Evidence** |
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| **Desirable Factors** | **Evidence** |
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A=Application Form I=Interview P=Presentation R=Reference

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| **BENEFITS OF WORKING FOR US** |
| **Financial benefits:** Competitive salaries based on a low contractual 35 hour working week.  17.5% employer contributions to pensions for non-academic staff enrolled into Local Government Pension Scheme (LGPS).  26.8% employer contribution to pensions for teaching staff enrolled into the Teachers’ Pension Scheme (TPS). |
| **Work life balance:** Excellent annual leave provision.  30 days for support staff and 35 days for staff and senior managers grade 8 and above.  8 UK bank holidays and up to 5 University closure days between Christmas and New Year.  Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible. |
| **Health and wellbeing:** Regular wellbeing support initiatives throughout the year.  Access to a trained counsellor via Employee Assistance Programme (EAP).  Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing. |
| **Career Benefits:** Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning. |
| **Making a difference:** LJMU Climate Action - be at the forefront of initiatives to tackle climate change.  Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.  Opportunity to volunteer at graduation ceremonies, clearing and open days. |
| **Discounts and other benefits:** A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.  Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.  Massively discounted gym and fitness classes at the [**University Sport Building**](https://www.ljmu.ac.uk/ljmusport/ljmu-sport-and-physical-activity-department)**.** |

