**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** |  | **Grade:** |  |
| **Department:** |  | **Date of Job Evaluation:** |  |
| **Role reports to:** |  | SOC Code |  |
| **Direct Reports** |  | | |
| This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job. | | | |

|  |
| --- |
| **PURPOSE OF ROLE:** |

|  |
| --- |
| **KEY ACCOUNTABILITIES:**  **Team Specific:**  **Generic:**  **Managing Self:**  **Core Requirements:**   * Adhere to and promote the University’s policies on Equality, Diversity and Inclusion and Information Security; * Ensure compliance with Health & Safety and Data Protection Legislation; * Support and promote the university’s Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible * Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.   **Additional Requirements:**  Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.  This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that [Name of service area] delivers the required level of service. |
| **KEY PERFORMANCE INDICATORS:** |
| **KEY RELATIONSHIPS (Internal & External):** |

|  |  |
| --- | --- |
| **PERSON SPECIFICATION** | |
| **Essential**  **Experience**  **Skills**  **Qualifications**  **Personal attributes**   * We are looking for people who can help us deliver the [values](https://docs.gre.ac.uk/rep/communications-and-recruitment/this-is-our-time-university-of-greenwich-strategy-2030) of the University of Greenwich: Inclusive, Collaborative and Impactful | **Desirable**    **Experience**  **Skills**  **Qualifications**  **Personal attributes**   * N/A |