# JOB DESCRIPTION

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| Job Title**:**  | Band **X:** £XX,XXX to £XX,XXX per annum*Opportunity to progress to £XX,XXX subject to performance and the university reward scheme* |
| School**:**  |
| Department**:**  |
| Reporting directly to**:**  |
| Supervisory responsibility for**:**  |
| Other Contacts Internal**:**External**:** |
| Main Duties\***:**1. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
2. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
3. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

\*The above does not represent an exhaustive list of duties associated with this role. |