

**Insert Post Title** (Ref. No - to be completed by HR **)**

**Insert College/Service**

This new full-time/part-time post is available from date/immediately on a permanent/fixed term basis until date.

**Summary of the role/position**

You can view the Job Description and Person Specification document here.

(For HR use only: Insert Hyperlink to FP’s: [*http://www.admin.ex.ac.uk/personnel/jobs/\*\*\*\*\*\*.pdf*](http://www.admin.ex.ac.uk/personnel/jobs/******.pdf)

**The University of Exeter**

We are a member of the prestigious Russell Group of research-intensive universities and in the top 150 universities in the world (Times Higher Education World University Rankings 2019). We combine world-class teaching with world-class research, achieving a Gold rating in the Teaching Excellence Framework Award 2017.

Our research income in recent years means we’re fastest growing UK Research University and we seek to answer some of the most fundamental issues facing humankind today through this. 98% of our research is international quality (2014 Research Excellence Framework) and we encourage proactive engagement with industry, business and community partners to enhance the impact of research and education and improve the employability of our students.

With over 22,000 students and 5,500 staff from 180 different countries we offer a diverse and engaging environment in which to work. We are an equal opportunity employer, a Disability Confident employer and an Athena Swan accredited institution. Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently underrepresented in the workforce*.*

**Benefits**

We offer some fantastic benefits including:

* 39/41 days leave per year
* options for flexible working
* numerous discounts at leading retailers
* onsite gyms on all of our campus’ and a cycle to work scheme
* sector leading policies around [maternity, adoption and shared parental leave](http://www.exeter.ac.uk/staff/employment/parents/) (up to 26 weeks full pay), paternity leave (up to six weeks full pay) and a new Fertility Treatment Policy
* stunning campus environments in Exeter and Cornwall, in the beautiful [South West of England](http://www.exeter.ac.uk/thesouthwest/)

Department/ College Description here [Header – **College of …..**]

**Further information**

Please contact Contact name, email address@exeter.ac.uk or (01392) 72XXXX.

**UEMS (all adverts) and CLES OPTION: All E&R, E&S and Research roles:]** We welcome applications from candidates interested in working part-time hours or job-sharing arrangements.

**[OPTION: All CLES, UEMS, Technical Services roles:]** This role may be subject to additional background screening.

**OPTION: All roles that do not use the University blurb above:]** The University of Exeter is an equal opportunity employer. We are officially recognised as a Disability Confident employer and an Athena Swan accredited institution. Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently underrepresented in the workforce*.*

**PRESS OPTION – Remove for Trent. Use for Jobs.ac, Thisisexeter and any other external adverts.**

The starting salary will be from £ (amount) up to £ (amount) on Grade (grade), depending on qualifications and experience.

**[Option - for staff receiving a market supplement]**

This appointment currently attracts a market supplement of £[amount] per annum in accordance with the University’s agreed policy on market supplements (enclosed). This allowance is pensionable and will be reviewed in August each year.

**LECTURERS ONLY (please add in if it hasn’t already been included).**

Our Exeter Academic initiative supports high performing academics to achieve their potential and develop their career.

**E&E Online OPTION**

For more information and to apply online please go to our website.

**PRESS OPTION – Use for any other external adverts.**

Applications should be made via our website. For more information and to apply online please go to [www.exeter.ac.uk/jobs](http://www.exeter.ac.uk/jobs) Please quote reference number **insert ref number** in any correspondence.

**PRESS OPTION – Remove for Trent. Use for all external adverts.**

The closing date for completed applications is **Date**.

**ATHENA SWAN WORDING choose appropriate paragraph dependent on College & Department (for E&S, E&R and Research positions only): *Wording in Boilerplate template***

**Salary wording for Prof posts**

Competitive salary reflecting qualification and experience

**Salary wording other**

Salary will be circa [insert salary] per annum OPTION - if part-time pro rata subject to knowledge, skills and experience.

[INTERNAL APPLICANTS ONLY](http://www.exeter.ac.uk/staff/employment/recruit/recruitment/potentialvacancyarises/)

**Package Details**

**(Grade E–H and chair posts)**

Generous holiday allowances, flexible working, pension scheme and relocation package (if applicable).

**(Grade A-D)**

Generous holiday allowances, flexible working, pension scheme