



Job Description / Grading Form

Section 1 – For completion by Line Manager

Position Name	Assistant Professor (Research and Education) in Inorganic Chemistry	
College/Budget Centre	EPS / School of Chemistry	
Position Number (if Known)	104184	
Proposed Grade	Grade 8 spinal point 37	
Reason for grading request	x	New role : - If comparator role exists please give post title / number:
		Regrade for existing postholder
Background		
<p>In conjunction with the appointment of Dr Anna Peacock to a Royal Society Leverhulme Trust Senior Research Fellowship, the School of Chemistry seeks to recruit a Lecturer in Inorganic Chemistry, for a fixed term of 12 months from 1 October 2024. The Lecturer will be involved with the delivery of courses in inorganic chemistry to students studying for BSc, MSci and PhD qualifications, at all levels, including assessments. This will include leading tutorial sessions, laboratory demonstrating and delivering lectures. The Lecturer will also be expected to engage with the ongoing work within the Peacock group and there will be some opportunity to supervise undergraduate project students and for research aligned with the overall objectives of the research group and those of the Fellowship.</p> <p>Applicants should have a first degree in Chemistry and a PhD in inorganic chemistry; postdoctoral experience is highly desirable. Demonstrated ability in design, delivery and assessment of inorganic chemistry teaching in a university environment would be an advantage and the successful candidate must be fluent in written and spoken English. Experience in bioinorganic chemistry is desirable but not required.</p>		
Summary of Role		
<ul style="list-style-type: none">• Teaching within own subject area within an established teaching programme (under the supervision from an academic member of staff)• Work within specified research grants• Operate within area of specialism• Analyse and interpret research findings and results		
Main Duties / Responsibilities		
<p>The responsibilities may include some but not all of the responsibilities outlined below.</p> <ul style="list-style-type: none">• Develop research objectives and proposals for own or joint research, with assistance of a mentor if required• Analyse and interpret data• Apply knowledge in a way which develops new intellectual understanding		

- Disseminate research findings for publication, research seminars etc
 - Supervise students on research related work and provide guidance to PhD students where appropriate to the discipline
 - Contribute to developing new models, techniques and methods
 - Undertake management/administration arising from research
 - Collect research data; this may be through a variety of research methods, such as scientific experimentation, literature reviews, and research interviews *
 - Present research outputs, including drafting academic publications or parts thereof, for example at seminars and as posters *
 - Provide guidance, as required, to support staff and any students who may be assisting with the research *
 - Deal with problems that may affect the achievement of research objectives and deadlines*
 - Promotes equality and values diversity acting as a role model and fostering an inclusive working culture.
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- Teach courses at a range of levels within specified subject area and within own area of subject specialism to undergraduate students, predominantly through allocated tutorials, lectures and laboratory demonstration, so that the School's teaching objectives are met.
 - Plan and prepare own teaching, including guidance notes and handouts in accordance with the established objectives of the teaching programme.
 - Devise and supervise projects, student dissertations and practical work.
 - Develop an approach to planning and reviewing own teaching.
 - Undertake full range of responsibilities in relation to supervision, marking and examining. (Summative assessment, including assessed work contributing to the final award – as a mark or as a credit – such as unseen examinations, dissertations or presentations, is subject to validation by the academic supervisor.)
 - Undertake personal professional development in teaching, including self-reflection on own teaching, using student and peer review feedback, to enhance own teaching and learning processes.
 - Undertake management/administration arising from teaching.
 - Contribute to Departmental/School teaching-related activities and teaching-related administration.

Person Specification

- A first degree in chemistry and a PhD in inorganic chemistry or other relevant area, or equivalent qualifications
- Ability to assess and organise resources effectively
- Understanding of and ability to contribute to broader management/administration processes
- High level analytical capability
- Ability to communicate complex information clearly
- Fluency in relevant models, techniques or methods and ability to contribute to developing new ones
- Contribute to the planning and organising of the research programme and/or specific research project
- Co-ordinate own work with others to avoid conflict or duplication of effort
- Knowledge of the protected characteristics of the Equality Act 2010, and how to actively ensure in day to day activity in own area that those with protected characteristics are treated equally and fairly

The above information will form the Further Particulars for the role. The following should all have been addressed under the various sections.

- Who, and in what ways the postholder is required to communicate with others
- The type of problems the postholder will face, and the ways they will deal with these
- The ways in which the employee will be expected to organise themselves and others.
- The responsibilities the postholder will possess.

It is likely that these will be reflected in the above sections. If any of these 4 areas are not reflected fully above and you feel that this would not be appropriate for them to appear in the Further Particulars for the role, please detail them here.

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Section 2 - For HR use only

Either a) Similar Post has already been graded

Post Title (& Number)	
I confirm I have reviewed this Job Description against the above role and that there are no material differences that would affect its grading.	
Name	
Date	

Or b) Post requires grading

Job Family Framework used		
	Proposed band/grade	Rationale for proposed band/grade
Knowledge		
Skills and experience		
Communications		
Dealing with problems		
Organisational skills		
Responsibilities		
Overall proposed band/grade and rationale		
Evaluation: I have ensured the quality of the job description, I propose the above band/grade, and I have evidence to demonstrate this grading to be consistent and fair		
Name		
Date		
Evaluation 2nd Check: I confirm that I have ensured the quality of the job description, propose the band/grade and have evidence to demonstrate this grading to be consistent and fair		
Name		
Date		

Guidance

What is the purpose of this form? This form is designed to provide you with the information that we require to advertise your vacancy. As this is our standard template, please always ensure that you use this when you have a role that needs to be filled. Be mindful that the information you provide will also form the basis for job evaluation purposes and establishing the salary for a post. You may also be using this form to request that the salary for an existing member of staff is re-graded.

What happens next? You can complete the form whilst you are waiting for the post to be approved. Once completed, please return the form to HR (Recruitment Team). The vacancy will be advertised once all the information and approvals have been received.

How do I complete the form? The form should be completed in one font and format throughout. Please see below guidance for each section of the form. Please note that further detailed guidance can be found on our intranet page – *Guidance on writing job descriptions*.

Position Name – We wish to aim to keep position titles as simple, accurate and consistent as possible to facilitate a candidate’s job search. When deciding on a new position title, think about the words candidates are most likely to use to search for your vacancy.

Department – Please confirm the College/Budget Centre within which the position will sit.

Position Number - Your position will be assigned with a unique position number by HR. If this is a replacement, then the new incumbent will assume the current post holder’s position number, otherwise a new position number will be created.

Proposed Grade – For all new positions, HR will use the information provided to evaluate the role and establish the appropriate band/grade using the appropriate framework. For existing positions, HR will review the information provided and re-evaluate if required (if post graded more than 12 months ago).

Reason for grading request – For example, re-grade of an existing post-holder.

Background – Please provide an insight into the department and its relationship to the wider University and the reason for the vacancy.

Summary of Role – Use this section to summarise the main reasons for the position and the intentions of the role. You may find it easier to write the summary after you have completed the rest of the template including the main duties and required knowledge, skills and experience.

Main Duties/ Responsibilities - In this section you should illustrate the significant details and responsibilities of the job. This will provide an overview of the role but will not go into high level detail. You should clarify what the post holder will do and what/ who they are responsible for. Try to keep the language simple and avoid acronyms and abbreviations to appeal to a wider audience.

Person Specification - The person specification should be completed to show the key knowledge, skills, qualifications and experience required to perform the role effectively. In addition to facilitating the recruitment process, the information provided may also be used for other HR purposes such as job evaluation and re-organisations so it is essential to get this right.

Further detailed guidance can be found on our intranet page – *Guidance on writing job descriptions*