**JOB DESCRIPTION**

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| **Job Title:**  | **Band :** £ to £ per annum*Opportunity to progress to £* |
| **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. |