**<Title of post>**

<Department >  
<Location> (only if required)

XX hours per week

Fixed term to DATE

Grade XX per annum

**The role**

Where a visa sponsorship is likely, this section must briefly but clearly state the main duties and responsibilities of the role.

To make an informal enquiry, please contact XXX at [XXX@aber.ac.uk](mailto:XXX@aber.ac.uk).

Successful applicants will be subject to a satisfactory Disclosure and Barring Service Check (DBS) check.

Appointments are normally made within 4 - 8 weeks of the closing date.

**What you’ll do**

This job description is subject to review and amendment in the light of the changing needs of the University, to provide appropriate development opportunities and/or the addition of any other reasonable duties.

**Delete as Appropriate**

**Additional Responsibilities - (Grades 1-5)**

* Undertake other duties as assigned by your line manager, commensurate with the role's grade.
* To be a flexible member of the team, supporting colleagues at peak times of workload and pressure including attendance at university events e.g. open days, graduation which may include weekend work.   
    
  Promote equality of opportunity, and to support and uphold the University's commitment to diversity and inclusion in all aspects of your work.
* **To support the university strategy and underlining plans**, engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop yourself and support the development of others.
* Fulfil health and safety responsibilities appropriate to the role, while actively promoting the personal health, safety, and wellbeing of staff and students as a member of the Aberystwyth community. Additionally, support the University’s commitment to environmental sustainability through responsible practices and engagement.

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

**Additional Responsibilities (Grades 6-8**)

* Undertake other duties as assigned by your line manager, commensurate with the role's grade.
* Engage in university-level projects and initiatives as directed, and undertake any additional duties commensurate with the role, as assigned by the line manager.
* Demonstrate flexibility by supporting colleagues during periods of high demand, including attendance at key university events such as open days and graduation ceremonies which may include weekend work.
* Promote equality of opportunity, and to support and uphold the University's commitment to diversity and inclusion in all aspects of your work.
* **To support the university strategy and underlining plans**, engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop yourself and support the development of others.
* Fulfil health and safety responsibilities appropriate to the role, while actively promoting the personal health, safety, and wellbeing of staff and students as a member of the Aberystwyth community. Additionally, support the University’s commitment to environmental sustainability through responsible practices and engagement.

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

**Grade 9 and Grade 10**

* **To support the university strategy and underlining plans**, engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop yourself and support the development of others.
* Ensure and promote the personal health, safety and wellbeing of staff and students as well as working to support the University’s environmental sustainability agenda and practices.
* Perform duties in a manner that promotes fairness, fosters trust, and reflects and upholds the University's values.
* Commitment to advancing equality of opportunity and support diversity and inclusion.
* To undertake such other duties which may be reasonably requested and are commensurate with the nature and grade of the post.
* Flexibility for evening and weekend events, national and international travel and activity as required.
* This role requires satisfactory DBS (The Disclosure and Barring Service) clearance.

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

The responsibilities of this vacancy have been matched to the Academic Role Profile [Teaching and Scholarship / Teaching and Research / Research / 1/2/3/4]. Details of the role profile can be found at:

[link]

The position is physically demanding therefore it is essential that the successful applicant has an appropriate level of health and fitness. Appointment to this position may be subject to a satisfactory fitness assessment.

**Who you are – Qualifications, Experience, Knowledge, and Skills required:**

**Essential**

1. Oral (spoken) and Written Welsh Level XX.\*

**Or if the two are different:**

Oral (spoken) Welsh Level XX\* and Written Welsh Level XX\*

**For A1, A2 and B1, include the following:** or evidence to demonstrate an on-going commitment to learn Welsh to this level.

**Or for A0, include this sentence only:**

An ability to understand the bilingual nature of the University and an awareness of the procedures in place to support working bilingually.

**Desirable**

1. Oral (spoken) and Written Welsh Level XX.\*

\*More information on Welsh Language Levels can be found at:

<https://www.aber.ac.uk/en/hr/policy-and-procedure/welsh-standards/>

**How to apply**

To promote a flexible workforce, the University will consider applications from individuals seeking full time, part time, job share, or term time only working arrangements.

Applications for this role must be made through jobs.aber.ac.uk. You are welcome to apply for any vacancy in Welsh or English and any application submitted will be treated equally.

**Benefits**

* Flexible working policy
* 36.5 – hour week for full-time roles
* Generous leave entitlements – 27 days annual leave plus bank holidays and university closed days
* Commitment to Professional Development
* Enhanced contribution to our workplace pension schemes
* Staff recognition and reward schemes
* Opportunity to learn the Welsh language for free
* Staff relocation bursary
* Maternity, Paternity, Parental and Adoption Leave
* Staff discount for gym facilities, hospitality, and retail on campus.

**Please keep reading**

We welcome applicants from all backgrounds and communities and, those that are currently underrepresented in our workforce. This includes but is not limited to Black, Asian and Minority Ethnic candidates, candidates with disabilities, and female candidates.

We are a Bilingual Institution which complies with the Welsh Language Standards and is committed to Equal Opportunities.  Welsh language skills are considered an asset to the institution, and we encourage and support staff to learn, develop and use their Welsh language skills in the workplace. You are welcome to apply for any vacancy in Welsh or English and any application submitted will be treated equally.

**Employment Visa:**

**[Grade 6 and below]:** Under the UK Government’s points-based system scheme, this role does **not** meetthe criteria to be sponsored by Aberystwyth University (AU) for a Skilled Worker Route (SWR) application.

**[Grade 7 or above only]:**

We welcome international applicants who are eligible for sponsorship under the Skilled Worker Route.

Under the points-based system, this role meets the criteria to be sponsored by AU for an SWR application. Please be advised that AU will only support the Certificate of Sponsorship for any employment visas and will **not** support the payment of the employment visa for the offered candidate and/or dependants.

Any prospective candidates coming to work for AU under the SWR will require a minimum of 70 points, made up of the following:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Skilled Worker Route Points-Based System** | **Points** | **Meets (Yes / No)** |
| **Mandatory / Non-tradeable Criteria (50 points)** | A job offer from a UK licensed sponsor | 20 points | Yes |
|  | Job is above the minimum sponsorable skill level | 20 points | Yes |
|  | Appointed candidate to have appropriate knowledge of the English language\* | 10 points | Yes |
|  |  |  | Total = 50 points |
| **Tradeable Criteria (dependent on candidate appointed)** | Salary meets minimum threshold | 20 points |  |
|  | The candidate holds a PhD in a subject relevant to the job | 10 points |  |
|  | The candidate holds a PhD in a STEM subject relevant to the job | 20 points |  |
|  | The advertised role is on the UK Shortage Occupation List (SOL) | 20 points |  |

\*Appropriate knowledge is classed as the following:

* A national of a majority English speaking country
* Having an academic degree taught in English (if an overseas degree, must be verified by NARIC)
* Completing and passing an English language test at Level B1 or above.

For more information, please visit: <https://www.gov.uk/skilled-worker-visa>