1. CONTEXT AND SUMMARY

Leeds University Business School is enjoying a rapidly growing international reputation. The School now seeks to enhance its quality through a professorial appointment in the Work and Employment Relations Division. The Chair appointment will have a specialism in the area of HRM, to build on the established research expertise in the group in this discipline. We welcome applicants with expertise/specialisms in any area of HRM, including international and comparative HRM and emerging areas of research such as HR data analytics. Leeds University Business School places a premium on international levels of scholarship and research excellence and you will be expected to provide leadership to academic colleagues in the Work and Employment Relations Division and the Centre for Employment Relations Innovation and Change (CERIC). You will join one of the leading centres in HRM and Employment Relations in the UK, and will be part of a vibrant group of leading international scholars.

The person appointed will:

- deliver research-led education that contributes to an exceptional student experience;
- deliver top quality research outputs that contribute to impact and innovation;
- expect to take on a significant leadership role in the organisation, including Head of Group.
2. MAIN POSTHOLDER RESPONSIBILITIES

- Undertake internationally leading research and inspirational teaching in the area of work and skills, taking a leadership role in translating excellence in research and scholarship into learning opportunities for students.

- Profess and promote the academic areas of HRM, both nationally and internationally, winning prestige for the Work and Employment Relations Division, LUBS and the University.

- Provide a major contribution to the strategic academic development, direction and leadership of the Work and Employment Relations Division, LUBS and the University.

- Promote and help to deliver excellence in research and student education for the School and the highest standards of student experience.

- Support and mentor less experienced academic and research staff to promote career development and the nurturing of academic talent.

3. RESPONSIBILITIES – STUDENT EDUCATION

- Inspire students through research-led teaching on undergraduate and postgraduate taught courses, achieving high standards of student feedback.

- Provide a leading contribution to School and, as appropriate, Faculty policy and practice in teaching, promoting world class education and an exceptional student experience.

- Take a lead role in the design, development and planning of new modules and programmes which embed research-led teaching around work and skills into the curriculum.

- Take a lead role in the review of modules and programmes and in quality assurance and enhancement processes within the subject area.

- Develop innovative approaches to learning and teaching.

- Provide high quality student support, acting as a personal tutor, supporting involvement in *Leeds for Life*, and working with students as members of a learning community to sustain ‘The Partnership’.

4. RESPONSIBILITIES - RESEARCH, INNOVATION & IMPACT

- Develop and lead excellent research, innovation and impact at national and international levels.

- Establish and maintain a high quality record of research output in leading internationally-recognised publications.

- Achieve sustained high levels of research funding individually and in collaboration with others. Develop and maintain networks and promote links with Research Councils and external organisations.
• Lead research projects by acting as Principal Investigator on externally funded projects.

• Provide academic leadership and guidance to colleagues working within own research area and more widely across the School, Faculty and University, building research teams and promoting the development of a vibrant and sustainable research culture, community and environment in the School.

• Attract high quality postgraduate research students to the University and provide them with excellent supervision which supports timely completion and subsequent employability.

• Build and sustain relationships with external bodies to develop the School’s innovation and impact agenda.

• Promote the integration of research interests within the School, across the University and externally.

• To develop relationships with relevant end users, practitioners and policy makers in the areas of work and skills for the purposes of teaching engagement, research impact, and knowledge transfer.

• To promote the integration of research with other research interests within and, as appropriate, outside the Business School. You will be expected to provide significant research leadership interfacing with some of the other key groups within the division and across the Business School.

5. RESPONSIBILITIES - LEADERSHIP & MANAGEMENT

• Make a dynamic, ambitious, energetic contribution to the development and delivery of the School’s academic mission.

• Provide a major input to the strategic academic development and direction of the School and the Faculty and to the academic leadership of the discipline.

• Make a significant contribution to the University through its governance structures and by representing the University externally.

• Manage or lead major initiatives and/or multidisciplinary areas of work which improve School, Faculty or University performance.

• Actively promote and engage with the University’s People Management Framework (http://www.leeds.ac.uk/hr/development/pmf.htm) to ensure high standards of employment practices and staff management across the School.

• Adhere to University values and standards, including the Leadership and Management Standard, and in line with University policies and procedures and local Faculty/School benchmarks as appropriate, upholding high professional standards and leading by example.

• Exercise leadership in alignment with the University Leadership and Management Standard (http://www.sddu.leeds.ac.uk/sddu-University-of-leeds-leadership-and-management-standard.html), ensuring that appropriate staff training and development is identified and undertaken.
• Sustain own continuing professional development as a leader.

• Maintain a safe and healthy work environment, including ensuring compliance with health and safety legislation and the undertaking of appropriate risk assessments.

• Comply with the University’s financial and procurement procedures and regulations, undertaking relevant induction/training.

This job description provides a framework for the role and it may be necessary to undertake other duties commensurate with the post as might reasonably be required.

6. PERSON SPECIFICATION

Candidates will be expected to demonstrate appropriate levels of experience and skill to enable them to achieve the requirements of the job description. The following skills and abilities are essential in this context:

• Have a PhD or other doctorate in a relevant discipline or equivalent research experience.

• Evidence of an understanding of the principles of research-led teaching in HRM and a track record of integrating research with learning and teaching to deliver an excellent student experience.

• An ability to lead the design and development a portfolio of modules and or programmes to embed research-led teaching in work and skills.

• Evidence of an excellent track record of research and publication meeting international standards of academic excellence, including a significant quantity of 3* and 4* REF equivalent published research.

• Evidence of significant external grant income, and evidence of leading grants as Principal Investigator.

• Demonstrate an ability to provide academic leadership in research both by own work and through the encouragement and stimulation of colleagues.

• Show international links and evidence of effective engagement with and influencing national and international research agendas.

• Demonstrate ability to work across subject areas, linking appropriately with other disciplines and research groups.

• Demonstrate a track record of effective team working and collaborative development.

• Evidence willingness and capacity to take on a significant role in Faculty/School development.

• Demonstrate excellent organisational and communication skills.

• Demonstrate ability to think laterally, to be imaginative and to anticipate trends and opportunities.
7. INFORMAL ENQUIRIES

Preliminary enquiries about the post may be made to:

Professor Irena Grugulis, Head of Division
Telephone: +44 (0)113 343 4479
E-mail: i.grugulis@leeds.ac.uk

8. SUPPORTING INFORMATION

The Work and Employment Relations Division and the Centre for Employment Relations Innovation and Change (CERIC).

The Work and Employment Relations Division is based in Leeds University Business School. It is a leading teaching and research group in the areas of employment relations, HRM and Diversity. There are 21 members of staff in the group, and 23 doctoral students. The group has a very strong international reputation, which has been built through a long-standing, consistent track record of publication in leading international journals of 3* and 4* quality, external research funding, engagement with end users and dissemination of our work at leading conferences worldwide.

Teaching in the Work and Employment Relations Division centres on our MA degree in HRM and our undergraduate degree in HRM, both of which are accredited by the CIPD. We are about to launch a new MSc in Management Consulting in September 2016, which is accredited by the CMI. In addition, we also contribute to the MBA and MSc Management programmes, and to the full range of undergraduate degrees offered in the Business school. In total, the Division runs and contributes to around 35 modules. These cover a wide range of areas of HRM, Employment Relations, Diversity, Training and Development, Organisation Studies, Labour Economics, Business Ethics, Employment Law and Research Methods. In addition to this, Professor Chris Forde leads the ESRC-funded Q-steps programme, designed to encourage the study and use of quantitative research and methods. The group maintains a commitment to providing high-quality, innovative teaching, which is underpinned by a desire to develop graduates who are critical thinkers in HRM and employment relations. We actively promote research-led teaching.

Research in the Division is brought together and co-ordinated within the Centre for Employment Relations Innovation and Change (CERIC). This is an ambitious research initiative based at the University of Leeds. The Centre draws from the expertise of internationally renowned scholars at Leeds University Business School and the Faculty of Social Sciences as well as external scholars. The Centre aims to create a vibrant research environment incorporating established, Doctoral and leading visiting researchers. The work of the centre contributes to contemporary, national and international debates surrounding the changing dynamic and the future of work, employment and labour markets. It capitalises on the expertise of Centre members to fundamentally engage with societal issues that have explicit practitioner utility and policy relevance.

The central objective of CERIC is to contribute through high-quality research, teaching and knowledge transfer, to contemporary national and international debates around the changing dynamics and future, of work, employment and labour markets. A distinctive element of the work of the Centre situates understanding of employment processes and outcomes within a broader regulatory and structural context. In empirical terms, the Centre’s research is broadly concerned with examining the modernisation of employment relations, and how processes of organisational restructuring and innovation shape patterns of continuity and change in employment relations. It evaluates the
consequences of such change for different stakeholders and is committed to developing
new strategic and policy relevant visions.

The core themes of CERIC include: Markets, Flexibilisation and Social Protection,
Changing structures of governance and organisation, Employment, skills and
occupations, Between professions and precarity: the new world of work, Voice,
representation and social movements, Labour mobility, migration and citizenship. At an
empirical level, our research utilises a wide range of strategies, encompassing the full
range of qualitative and quantitative approaches to research. Our research has
examined policy and practice in a broad range of organisational settings (large and small
organisations across the private and public sectors). Much of the research conducted by
the group is international in nature.

The group has published extensively in, and edited special issues of, leading 3* and 4*
journals in employment relations and human resource management. These include
Work, Employment and Society, Industrial Relations, Organization Studies, British
Geography, European Sociological Review, Gender, Work and Organization, Sociology,
Human Relations, Public Administration, New Technology Work and Employment,
Economic and Industrial Democracy; Human Resource Management Journal;
International Journal of Human Resource Management; Cambridge Journal of
Economics and Global Networks.

The world class (4*) journal Work, Employment and Society was edited by faculty from
CERIC between 2011 and 2015, with Professor Mark Stuart and Professor Irena
Grugulis as joint editors-in-chief. WERD and CERIC currently host the executive for the
British Universities Industrial Relations Association (BUIRA) and Professor Mark Stuart is
the BUIRA President.

In addition, the group actively disseminates its research at leading national and
international conferences, workshops and colloquia. Over the last decade, colleagues
have maintained a high profile presence at the leading conferences in Industrial
Relations and HRM. These conferences include the International Industrial Relations
Association European and World Congresses, the Labour and Employment Relations
Association Conference, the European Sociological Association Conference, The
American Sociological Association, the European Group on Organizational Studies, the
Work, Employment and Society Conference, the International Labour Process
Conference and the British University Industrial Relations Association Annual
Conference (BUIRA). Members of the Division have presented at conferences and
workshops in at least thirty countries since 2001. Professor Mark Stuart is currently chair
of the International section of the US Labour and Employment Relations Association.
CERIC hosted the International Labour Process Conference in 2011 and is due to host
the BUIRA and WES conferences in 2016.

The group has an excellent track record of securing external research income, including
grants funded by the Economic and Social Research Council, the European Union, the
Department for Business, Innovation and Skills (and BERR and the DTI), ACAS, the
Learning and Skills Council, the International Labour Office, the Low Pay Commission,
The Chartered Institute of Personnel and development and numerous trade union
organisations (including the TUC, Unionlearn, the NUT).

About the Faculty and its Mission and Strategy

The University of Leeds was formed with its own Royal Charter in 1904, the first
university to be founded in the Yorkshire and Humber region and retains its regional
primacy today. It has a long and distinguished tradition in Economics, within which
Accounting and Industrial Studies also developed, but the University’s emergence as a
force in Business and Management began in 1994, and then gained further momentum
when the Business School was formed from the School of Business and Economic

LUBS was brought together physically by its move to its present site, the Maurice
Keyworth Building, in 1999. This £10.7 million project was the culmination of a fund-
raising campaign and extensive conversion of a Grade 2 listed building to its modern,
purpose-design. Since that time, research funding has been achieved to convert nearby
facilities to facilitate expansion.

Led by its present Dean, Professor Peter Moizer, who took up his appointment in 2008,
the Business School is one of the nine Faculties of the University in its own right.

The Dean of the School is a member of the University's Faculty Management Group,
participating fully in the major strategic decisions of the University.

LUBS' mission is to make an exceptional impact on business and society globally
through leadership in research and teaching. The two key elements crucial to achieving
this mission are:

- Research: to produce and disseminate research of world class quality, within the
  School and through international partnerships which increases knowledge, skills,
  understanding and impact.
- Student Education: to enable individuals to develop their academic potential, their
  employability, their global and cultural insight and their ethical awareness to
  enhance their potential to benefit business and society.

Student Education

The Faculty of Business is a full-range school, encompassing first-degree, MBA,
specialist Masters, research, and enterprise and knowledge transfer programmes. We
teach over 2,600 students from more than 80 countries.

The Undergraduate Programme at the University of Leeds offers considerable choice
through an extensive range of joint honours, as well as single honours degrees. Many
students study both in LUBS and in another Faculty of the University. The main
programme areas are Management, International Business, Accounting and Economics.
There is also a joint programme in Management with Marketing and a degree in Human
Resource Management. All students have the opportunity to undertake both a one-year
work placement and to spend a year studying abroad. We have strong links with
employers and Leeds has been named as one of the top universities in the UK for
enterprising students.

The Leeds MBA comprising linked full-time and executive programmes is accredited by
the Association of MBAs (AMBA). The combined annual intake is approximately 70, of
whom 30 are from the UK. Our part time Executive MBA has been ranked top in the
North of England in The Economist 2013 rankings as well as being 3rd in the world for
salary and 7th in the UK for career development. The executive programme is taken
part-time by practising managers and comprises modules delivered intensively in
workshops which are held at Weetwood Hall, the University’s purpose-designed hotel
and conference centre three miles from the campus.

Specialist Masters Programmes have expanded considerably. There are over 900
students of almost 50 nationalities undertaking a strong portfolio of programmes, the
most popular being those in Marketing, Finance, International Business and Human
Resources. Our programmes are globally recognised and ranked, including the
Financial Times Masters in Management and Masters in Finance rankings, and runner
up for the Times University of the Year 2014. Many of our programmes are professionally accredited including CIPD, AMBA and BPS. We offer a professional focus with professional skills classes and careers and employability support for all students.

*Research Degrees.* There are almost 150 doctoral students within the Business School: 55 in Management, 21 in Accounting and Finance, 16 in Marketing, 18 in Economics, 12 in International Business and 25 in Work and Employment Relations. The University is part of the Economic and Social Research Council (ESRC) accredited White Rose 6.

Doctoral Training Centre, a collaboration between the Universities of Leeds, York and Sheffield, which offers a wealth of supervisory expertise and training opportunities across the social sciences.

**Research Excellence**

We believe that research should make a difference, inspiring business managers, existing policy makers and informing society. As part of a Russell Group University innovative and challenging interdisciplinary research is at the heart of what we do.

The intellectual strengths, in which the School has developed an international reputation, include strategic management of multi-national enterprises; finance; corporate governance; organisational cognition and development; strategic decision-making; regulation of employment relations; the changing nature of work; and international marketing strategy.

Members of the Faculty are at the forefront of major developments in basic and applied research across the spectrum of business, management, accounting, finance and economics. They also contribute to the social science disciplines from which the field draws many of its insights. Senior staff of the School have held leadership positions and committee membership with, or advised major policy-making bodies and learned societies. These include the Academy of International Business (Professor Peter Buckley), the Academy of Management (Professor Timothy Devinney), the Economic and Social Research Council's Training and Development Board and Research Grants Boards (Professor Richard Thorpe). Leading journals such as the *Academy of Management Perspectives*, *Journal of Management Studies* and *Work Employment and Society* have been edited from Leeds.

Ranked in the UK top ten for research according to the RAE (2008 & 2014), we have developed research centres and groups cutting across traditional boundaries. A vibrant pervasive research culture is evident through LUBS’ research centres which are flexible, high-quality, multi-disciplinary groups at the forefront of their subjects. They take opportunities rigorously to analyse issues through enduring theoretical processes and to form close relationships with the world of practice. Leading research centres include the Centre for Decision Research; Centre for International Business at the University of Leeds (CIBUL); the Socio-Technical Centre; the Centre for Advanced Studies in Finance (CASIF); The International Institute of Banking and Financial Services (IIBFS); the Credit Management Research Centre (CMRC) and the Centre for Employment Relations, Innovation and Change (CERIC).

LUBS has been awarded competitive research grants and fellowships at the highest level, including from the Research Councils, the EU, Government Departments, and industry; these include an EPSRC innovations in medical health research project lead from the Faculty of Engineering, a Marie Curie early career network project which the Faculty leads and which is jointly delivered by six business schools across Europe, and the Consumer Data Research Centre, which is a multimillion UK£ initiative into big data.
International Profile and Initiatives

International issues form the fundamental purpose of CIBUL, an integral part of the White Rose Centre for East Asian Studies (WREAC), a five year £4.5 million national initiative of AHRC, ESRC and HEFCE. The scope of CIBUL extends into the work of several other research centres, including the Centre for Advanced Studies (CASIF) which aims to promote international collaboration in the training of research postgraduates and has created a programme of advanced research training for post-Masters students from Tsing Hua University, China. In Economics much of the research is conducted in collaboration with colleagues in the US (University of Southern California, Rice University, University of Rochester) and in continental Europe. LUBS co-ordinates an international Corporate Governance Research Network through which academic staff from 13 countries and four continents communicate. There is an ambitious research agenda ranging across many of the major issues in corporate governance.

The School has founded the India and South Asia Business Centre (ISABC) to build upon the expertise of CIBUL to facilitate new research, enterprise/knowledge transfer and teaching opportunities. It has harnessed its excellent relationships in India and China to conclude agreements with the Indian Institutes of Management at Ahmadabad and Calcutta. These are among the leading business schools in India, with students of exceptionally high calibre. Postgraduate students from both schools have now experienced teaching and organisation-based projects in Leeds.

Although LUBS already has a highly diverse faculty and student body, it is seeking to achieve an even greater international profile with more international research and more outgoing and incoming study opportunities. Relationships with several leading universities in China are developing with a view to agreeing student exchange or recruitment at undergraduate level. LUBS has re-profiled its Study Abroad partnerships and identified excellent summer school opportunities in Denmark and Brussels for its MBA students.

The University of Leeds, more generally, is a founding member of the World Universities’ Network (WUN) which facilitates opportunities to create internationally collaborative relationships in research and teaching.

LUBS is accredited by EFMD under the European Quality Improvement System (EQUIS), the AACSB and the Association of MBAs (AMBA). We are members of AACSB and are currently progressing through the accreditation process. For further information, see:

- www.efmd.org/equis
- www.mba.org.uk
- www.aacsb.edu
- http://smallbusinesscharter.org/

In addition to the research ratings (see ‘Research’ above), LUBS gained the equivalent of a rating of ‘Excellent’ from the Quality Assurance Agency for the quality of its learning and teaching.

In ‘Which MBA?’ published annually by The Economist Intelligence Unit, LUBS’ position has risen to 52nd in the world, 10th in the UK. Particularly highly rated were Leeds’ alumni salary increases (6th in the world), student quality (14th), student diversity (21st) and internationalisation of alumni (27th).
Interdisciplinary Collaboration

We believe in cross-departmental collaboration and the development of national and international partnerships with other Universities and businesses. Interdisciplinary collaboration is vital in order to understand the changing and challenging international business environment, to push old boundaries and forge fresh ones.

Management and Staffing Structure

There are six academic divisions:
- Accounting and Finance
- Economics
- International Business
- Management
- Marketing
- Work and Employment Relations

The development and delivery of the School's strategy is the responsibility of the Dean, working with the Strategy Group and with the Faculty Executive Group (FEG) which comprises the Pro-Deans for Research and for Learning and Teaching, the heads of the six constituent divisions, the directors of postgraduate and undergraduate studies, Finance Manager, Marketing Manager, and HR Manager.

The Heads of Division report to the Dean.

Other leading bodies within the School are:
- Strategy Group
- Research Committee
- Learning and Teaching Committee, with Postgraduate and Undergraduate sub-committees
- Graduate School Committee
- Promotions Committee
- School Board, of which all members of staff are members

Professional Staff

External reviewers, consultants and examiners consistently report that the professional staff, who are complementary to the academic staff, are one of the School’s strengths.

LUBS has consistently aimed to ensure that its academic staff may give priority to research and teaching: management and administrative roles are undertaken by professional staff wherever possible. The range of the professional staff has increased in order to enable LUBS to establish itself as a leading international business school. Staff are deployed in the management of Learning and Teaching (Undergraduate, Postgraduate, PhD Offices, Teaching Quality, Virtual Learning Environment), Careers, Research, Enterprise and Knowledge Transfer, Marketing including Alumni Relations, Finance, Information Technology, Human Resources, Facilities including Health and Safety, and Strategy and Governance.
The School’s policy is constantly to improve the professional services it provides to students, staff and external constituents. It does so through learning opportunities within the group, development through secondments and shadowing, and benchmarking with other leading business schools.

FURTHER INFORMATION

Terms and conditions of service applicable to appointments at professorial level can be viewed at: http://hr.leeds.ac.uk/.

The salary, which is negotiable, will be within the Professorial range - minimum £60,512 p.a.

Appointment to an academic or academic-related staff post confers the right to join the Universities’ Superannuation Scheme (USS), although membership of this scheme is not a condition of employment. Members of the scheme are contracted out of the State Earnings Related Scheme (SERPS).

Participation in the Staff Review and Development Scheme is a condition of employment for academic and related staff.

The University of Leeds is an equal opportunities employer. We welcome applications from all sections of the community regardless of gender, ethnic origin or disability. Women and members of ethnic minorities and disabled people are under-represented in the University in posts at this level and the University would therefore particularly welcome applicants from members of such groups whilst, however, affirming that the appointment will be made entirely on merit.

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr.

Leeds University Business School is a leading, full-service business school and one of the most highly regarded in Europe. We are proud to hold the 'Triple Crown' accreditations from AACSB, AMBA and EQUIS, placing us in the top 1% of business schools globally. The School’s state-of-the-art home is at the western end of the campus, in the Maurice Keyworth Building. This beautiful site has been cleverly renovated and modernised, from its former function as a grammar school, to provide excellent facilities for learning, teaching and research. It is a highly positive working environment with high levels of autonomy yet support in the UK’s second largest financial city after London.

There are around 1500 undergraduates and over 1300 postgraduate students studying on a diverse and flexible range of degree programmes. The School has a truly international reach and the student community comes from over 80 countries.

We have over 180 academic staff, covering ten research centres which provide dedicated resource in different areas. We are a top ten business and management research institution, according to the 2014 Research Excellence Framework (REF) and one of a small, elite group to appear in the top ten across multiple categories. The School is ranked 56th in the Financial Times (FT) European Business Schools rankings. International Business has been rated number one in the world, according to tables published in the FT Masters in Management rankings. MSc Accounting and Finance has enjoyed similar success in the FT Masters in Finance rankings, being named the number one such programme.
We have well-established connections with the business community, both in the region and throughout the UK. This includes some important strategic partnerships including Marks and Spencer, Yorkshire Bank and the Financial Times. These connections also enable 100 undergraduates each year to achieve career-enhancing placements in an impressive range of blue-chip companies.

University Values

All staff are expected to operate in line with the university’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the university’s strategy and values is available at http://www.leeds.ac.uk/comms/strategy/.

Disclosure and Barring Service Checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions must indicate this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer.

Disabled Applicants

The post is located in the Maurice Keyworth Building.

Disabled applicants wishing to review building access are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.

Data Protection

The information you provide in your application will be used to consider your suitability for the post you have applied for. If your application is not successful, the information will be disposed of confidentially within 9 months. If your application is successful and you are appointed, your information and future data will be processed in accordance with the University’s Data Protection Code of Practice. A copy of this code can be obtained from either the University of Leeds Human Resources Department or by visiting: http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html.

Health and Safety Responsibilities

You are required to adhere to, and comply with the provisions of the Health and Safety at Work Act, related Regulations, and act in accordance to the University’s Policy on Health and Safety which can be accessed via: http://www.leeds.ac.uk/safety/.

In addition, you are also required to co-operate with regard to the implementation of the Health and Safety arrangements and should not interfere with or misuse anything provided in the interest of Health, Safety and Welfare at Work.
The University of Leeds is proud to be a multi-cultural community. We value diversity, and are determined to ensure:

- that we treat all individuals fairly, with dignity and respect;
- that the opportunities we provide are open to all;
- that we provide a safe, supportive and welcoming environment – for staff, for students and for visitors.

**Equality and Diversity Statement**

We recognise that we still have work to do to secure a truly inclusive community, and we are committed to a wide-ranging plan of action to tackle discrimination and to promote diversity.

The Equality and Diversity Statement forms part of the University’s Equality and Diversity Policy, which applies to staff and students alike and, along with the Policy on Dignity and Mutual Respect, is available on the University's website at: [http://www.equality.leeds.ac.uk/university-policies-2/](http://www.equality.leeds.ac.uk/university-policies-2/).

Further information and advice are available from The Equality Service, tel: +44 (0) 113 343 3927 or by email: equality@leeds.ac.uk.

Information for international staff moving to the UK can be found at: [http://www.internationalstaff.ac.uk](http://www.internationalstaff.ac.uk).

10. **HOW TO APPLY**

Applicants should study the further particulars, job description and the person specification, then complete the online application form addressing each of the criteria as instructed, attaching any additional information as required by following the online instructions.

Applications should include the following:

- a completed [online application form](https://jobs.leeds.ac.uk)
- a copy of your *curriculum vitae*.

<table>
<thead>
<tr>
<th>Closing date for applications:</th>
<th>Friday 27th May 2016</th>
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<tbody>
<tr>
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<tr>
<td>Anticipated Interview Date:</td>
<td>Friday 8th July 2016 (am)</td>
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Should you have any queries regarding the application process, please contact David Brett, Reward, Recruitment and Resourcing Administration Officer: telephone +44 (0)113 343 5775, email: d.j.brett@adm.leeds.ac.uk.

**References**

It is the custom of this University to approach the referees of only those candidates who are invited to interview. Applicants are asked, therefore, to indicate clearly if they do not wish such approaches to be made.