# Job Description

[Delete the levels not being recruited for this post]

Lecturer/ Senior Lecturer/ Reader/ Chair in <insert the field>

[Imperial College London](http://www.imperial.ac.uk/), seeks <insert the job title> to join <Department> within the Faculty of Engineering.

We are Imperial – a world-leading university for science, technology, engineering, medicine and business (STEMB), where scientific imagination leads to world-changing impact.

As a global top ten university in London, we use science to try to understand more of the universe and improve the lives of more people in it. Across our nine campuses and throughout our Imperial Global network, our 22,000 students, 8,000 staff, and partners work together on scientific discovery, innovation and entrepreneurship. Their work navigates some of the world’s toughest challenges in global health, climate change, AI, business leadership and more.

Founded in 1907, Imperial’s future builds on a distinguished past, having pioneered penicillin, holography and fibre optics. Today, Imperial combines exceptional teaching, world-class facilities and a habit of interdisciplinary practice to unlock scientific imagination.

Imperial has four academic faculties – [Engineering](https://www.imperial.ac.uk/engineering/), [Medicine](https://www.imperial.ac.uk/medicine/), [Natural Sciences](https://www.imperial.ac.uk/natural-sciences/) and [the Imperial College Business School](https://www.imperial.ac.uk/business-school/?utm_term=college-link), as well as a significant number of [interdisciplinary research centres](https://www.imperial.ac.uk/multidisciplinary-research/) focusing on challenging world problems.

Imperial has a leadership model comprising the [President, Professor Hugh Brady](https://www.imperial.ac.uk/about/leadership-and-strategy/president/about-the-president/), and the [Provost, Professor Ian Walmsley FRS.](https://www.imperial.ac.uk/about/leadership-and-strategy/provost/)

Please refer to [further particulars](https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/academic-senior-research-and-senior-teaching-appointments/chairs-professors-readers-researchers/further-particulars-/) for more information about Imperial.

1. The Post

| Job Title: |  |
| --- | --- |
| Department/Division |  |
| Faculty: | Engineering |
| Campus location: |  |
| Job Family/Level:  | Academic Job Family, <insert the level being recruited> |
| Accountable to:  |  |
| Responsible to: |  |
| Key working relationship (Internal): |  |
| Key working relationship (external): |  |
| Working hours: | As reasonably necessary but normally not less than 35 hours per week [adjust the hours if part-time] |
| Contract type: | Full-time Open ended/ Full-time Fixed term / [amend if part-time] |

1. Background of the post

<insert brief background of the post>

3. Information about the Faculty of Engineering

The [Faculty of Engineering](https://www.imperial.ac.uk/engineering/) is one of four faculties within Imperial College London and is led by the Dean, [Professor Nigel Brandon OBE FREng](https://www.imperial.ac.uk/people/n.brandon) FRS. The Faculty seeks to provide international leadership in engineering research and education and is widely recognised as a [world leading engineering school](https://www.imperial.ac.uk/engineering/about-us/rankings/). Our departments consistently excel in prominent league table rankings, as does Imperial as a whole. Our Faculty is unique in the UK in supporting world-class education and fundamental research across the full range of engineering disciplines. All [ten of our academic departments](https://www.imperial.ac.uk/engineering/departments/) are located on our London campuses, giving a concentration of talent that creates a stimulating and vibrant research culture which promotes multidisciplinary collaborations and attracts internationally leading researchers and scholars.

Our academic departments deliver world-class education in engineering in order that our graduates possess the skills, knowledge and attitudes necessary to become international leaders in engineering industry and academia. We provide our students with an outstanding engineering education, which brings together cutting-edge researchers, exceptional teachers and state-of-the-art facilities in inspiring physical and virtual environments. Students at Imperial will meet, work and live with people studying every aspect of engineering.

The Faculty is home to 1,746 staff (421 academics, 828 researchers and 496 support staff) and 7,929 students (of whom around 1,700 are research students). The Faculty is a powerhouse in research across the engineering sciences, with research funding in excess of £100m per year.

The Faculty of Engineering is based at the South Kensington and White City campuses and comprises ten Departments covering all aspects of Engineering:

* [Aeronautics](https://www.imperial.ac.uk/aeronautics/)
* [Bioengineering](https://www.imperial.ac.uk/bioengineering/)
* [Chemical Engineering and Chemical Technology](https://www.imperial.ac.uk/chemical-engineering/)
* [Civil and Environmental Engineering](https://www.imperial.ac.uk/civil-engineering/)
* [Computing](https://www.imperial.ac.uk/computing/)
* [Design Engineering](https://www.imperial.ac.uk/design-engineering/)
* [Earth Science and Engineering](https://www.imperial.ac.uk/earth-science/)
* [Electrical and Electronic Engineering](https://www.imperial.ac.uk/electrical-engineering/)
* [Materials](https://www.imperial.ac.uk/materials/)
* [Mechanical Engineering](https://www.imperial.ac.uk/mechanical-engineering/)

The Faculty was formed in August 2001 and formally inaugurated in August 2002.

1. **The Department of xxxxx**

<brief dept overview>

* 1. **Staffing and size of the Department**

<info>

* 1. **Research**

<info>

* 1. **Education**

<info>

* 1. **Relationship with other departments and faculties**

<info>

## **The Post – Key Result Areas, Main Duties And Responsibilities**

**(delete, amend and/or add as appropriate)**

### **5.1 Research**

* To develop a broad range of research within department.
* To direct, lead, or contribute to, a research area at the highest scientifically rigorous levels.
* To supervise, train and mentor research staff and students at the highest scientifically rigorous levels.
* To obtain funds and research grants and to encourage and guide junior research staff to do the same.
* To manage research projects.
* To write reports for research sponsors and to take part in Audit.
* To publish high quality research in peer reviewed journals.
* To attend and present work at national and international conferences.
* To develop contacts with other research organisations, both academic and commercial.
* To collaborate with and strengthen links with colleagues within the Faculty of Engineering across all departments and contribute to the work of the Faculty and Imperial.
* To play a role in the national and international research community and learned societies.
* To attend and contribute to research and administrative meetings within the Department as and when requested.
* To foster scientific collaborations through organising, attending and contributing to multidisciplinary meetings, within the Department and with other appropriate parties at Imperial.

### **5.2 Education - Teaching and Training**

* To teach and examine courses at all levels – undergraduate, masters and higher research degrees – through lectures, seminars, tutorials, course work and personal supervision.
* To plan and review own approach to teaching.
* To act as a coach and role model through excellent practice and mentoring of colleagues.
* To supervise PhD candidates.
* To provide pastoral support for students.
* To contribute to curriculum development.
* To take a leading role in, or contribute to, the development of teaching and teaching methods and assessment.
* To contribute to the enhancement of quality teaching within the field.
* To act as an external examiner for postgraduate students.
* To work with national bodies on curriculum development and quality assurance.

### **5.3 Strategy and Business Planning**

* To participate in the business planning and objective setting process for the academic team and the departments
* To make a significant contribution to building and establishing links between the appropriate departments and colleagues in other parts of Faculty and wider Imperial.
* To play an active part in the strategic planning of financial, staff and research resources.
* To represent the Department, Faculty and Imperial at external meetings, as appropriate.

### **5.4 Leadership and Team Working**

* To demonstrate excellent leadership skills with regard to individual performance, academic teams, the department, Faculty, Imperial, and when participating in national/international initiatives.
* To work collaboratively with all members of the multi-disciplinary team and wider university as required.
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
* To adhere to Imperial guidelines on leave including reporting absence.

### **5.5 Management and Administrative duties**

* ***[Depending on level of the appointment],*** To lead, play an active part in or contribute to the management of financial, staff and research resources, in line with Imperial’s policy and procedures.
* To play a supportive role in unit administration, as appropriate.
* To undertake appropriate administrative tasks in support of the department’s teaching and research activities.
* To attend relevant academic or management committees.
* To comply with all Imperial and departmental policies.
* To undertake other appropriate administrative duties commensurate with the grade of the post.

### **5.6 Staff Management**

* To take responsibility for the appointment, management and development of Imperial staff, in line with our policy and procedure.
* To participate in team objective setting as part of the annual job planning cycle.
* To be responsible for the Annual Review Conversation (ARC) with staff who report to the post holder.

Job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

## **6. Annual Review Conversation (ARC) And Mentoring**

**Annual Review Conversation (ARC)**

The Annual Review Conversation (ARC) is an opportunity for staff to have a discussion with their line manager, focusing on everything they need to thrive at work. Building on regular one-to-one meetings, ARC aims to recognise ongoing contributions and plan for the future based on individual and departmental needs and aspirations. Staff are required to participate in these schemes when requested to do so by the Dean of the Faculty or Heads of Departments. ARCs are conducted annually, in conjunction with the line manager.

**Mentoring**

Imperial will provide a mentor to the appointee through our Mentoring at Imperial scheme.

<https://www.imperial.ac.uk/staff-development/coaching-and-mentoring/mentoring-at-imperial/>

Imperial's mentoring scheme, available to all our job families and Faculties, is a widely used development tool that enhances effectiveness, confidence, and career advancement. Mentoring is based on a trusting, mutually respectful relationship where one colleague supports another’s development with their expertise and knowledge. Most mentoring occurs between senior and junior colleagues, although peer mentoring is also possible. Through confidential one-to-one conversations, mentees are encouraged and challenged to achieve their potential and aspirations.

## **7. Workplace Environment and Inclusivity**

The post holder will have office facilities, and access to administrative support at <campus> campus.

All members of our community are expected to follow the [Imperial Values & Behaviours framework](https://www.imperial.ac.uk/about/values/). Our values are:

* Respect
* Collaboration
* Excellence
* Integrity
* Innovation

Employees are also required to comply with all Imperial policies and regulations paying special attention to:

* Overseas working
* External interests
* Smoke-free policy
* Probation periods

All employees must undertake specific training and assume responsibility for safety-relevant to specific roles, as set out on [Imperial's Website Health and Safety Structure and Responsibilities](https://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/) page.

Imperial is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/)

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the our care are treated with full respect, and that all staff involved with this work show due consideration at every level: [Find out more about animal research at Imperial](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)

**Culture and inclusion**

Our values are not just a statement on our webpage, they are the fuel behind our commitment towards equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all.

We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation.

Imperial has a Race Equality Charter [action plan](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/equality/public/Imperial-REC-Action-Plan---public.pdf) in place after receiving the bronze award in November 2021. We are also a [Disability Confident Leader](https://www.imperial.ac.uk/equality/support-for-staff/disability-support/#:~:text=Imperial%20is%20a%20Disability%20Confident,gives%20the%20College%20a%20framework.) and [Stonewall Diversity Champion](https://www.imperial.ac.uk/equality/resources/lgbtq-equality/stonewall/).

All staff members are encouraged to engage with our staff networks, including:

* [Imperial As One](https://www.imperial.ac.uk/equality/staff-networks/imperial-as-one/) for Black, Asian and Minority Ethnic staff and allies
* [Able@Imperial](https://www.imperial.ac.uk/equality/staff-networks/able-at-imperial/) for staff with disabilities and allies
* [Imperial 600](https://www.imperial.ac.uk/equality/staff-networks/imperial-600/) for LGBTQ+ staff and allies

Our other networks include the [Black Postdoctoral Network](https://www.imperial.ac.uk/postdoc-fellows-development-centre/networks/black-postdoctoral-network/), [Parents](https://www.imperial.ac.uk/parents-network/), and [Carers’](https://www.imperial.ac.uk/carers-network/) networks.

Imperial has [family leave policies](https://www.imperial.ac.uk/human-resources/leave/family-leave/) which are available to staff irrespective of gender identity, sexual orientation, gender expression, biological sex, or transitioning.  There is also a [flexible working policy](https://www.imperial.ac.uk/human-resources/procedures/flexible-working/).

The [Equality, Diversity, and Inclusion (EDI) Centre](https://www.imperial.ac.uk/equality/support-for-staff/equality-diversity-and-inclusion-centre/) provides advice, guidance and training for all staff to raise awareness of equality, diversity and inclusion, with senior leadership support (including that of the Assistant Provosts for EDI).

## **8. Person Specification**

Applicants will be assessed against the following person specifications, taking into account the level of the position for which they are applying:

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.

<Delete any of the following tables for the levels not being recruited>

| Requirements - Lecturer | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| A developing national reputation and expertise in the field of <insert area of research> | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience of preparing grant applications for submission  | E |
| A portfolio of research publications, confirming national standing (commensurate with career stage) | E |
| Experience of training Undergraduate and Postgraduate students  | E |
| Experience of supervision of higher degrees (PhD)  | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability  | E |
| Ability to develop skills in leading, motivating, developing and managing the performance of colleagues  | E |
| Good leadership skills  | E |
| Ability to work under pressure  | E |
| Good organisational and management skills  | E |
| Ability to work within a multidisciplinary team  | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Senior Lecturer | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| A established national reputation and expertise in the field of <insert area of research> | E |
| A significant track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent record of research, evidenced by a portfolio of research publications, confirming national/ international standing (commensurate with career stage) | E |
| Experience of training Undergraduate and Postgraduate students  | E |
| Experience of supervision of higher degrees (PhD)  | E |
| Evidence of management and administration experience | D |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability  | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Good leadership skills  | E |
| Ability to work under pressure  | E |
| Good organisational and management skills  | E |
| Ability to work within a multidisciplinary team  | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Reader | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| An established national reputation and a developing international reputation and expertise in the field of <insert area of research> | E |
| A significant track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent record of research, evidenced by a portfolio of research publications, confirming national/ international standing (commensurate with career stage) | E |
| Experience of training Undergraduate and Postgraduate students  | E |
| Experience of supervision of higher degrees (PhD)  | E |
| Evidence of management and administration experience | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability  | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Good leadership skills  | E |
| Ability to work under pressure  | E |
| Good organisational and management skills  | E |
| Ability to work within a multidisciplinary team  | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Chair (Professor) | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| An international reputation and expertise in the field of <insert area of research> | E |
| A sustained track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent record of research, evidenced by a portfolio of research publications, confirming international standing | E |
| Experience of training undergraduate and postgraduate students | E |
| Experience of supervision of higher degrees (PhD) | E |
| Evidence of management and administration experience | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Excellent leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Personal attributes for all levels | Essential (E) and Desirable (D) |
| --- | --- |
| A willingness to undertake any necessary training and development activities for the role  | E |
| The understanding and vision required to contribute to the setting and delivery of strategic goals.  | E |
| A willingness to engage in collaborative research | E |
| A commitment to high quality teaching and fostering a positive learning environment for students | E |
| A commitment to work as part of a team in assisting the smooth running of the Group and its research and teaching programmes  | E |
| A personal commitment to the vision and values of Imperial, including high quality teaching and research.  | E |
| Supportive and tolerant |  E |
| A willingness to undertake any necessary training and development activities for the role  | E |

## **9. Salary And Conditions of Service**

A full set of terms and conditions will be given to the successful candidate, together with the Imperial’s most important policies, which affect staff. The principal terms and conditions are as follow:

**[Delete the levels not applicable for the post and insert the latest salaries according to the current salary scales]**

**Lecturers**

The post will be at the **Lecturer level** of the **Academic Job Family** and the associated salary range is available at: <https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/academic/>

Incremental progression and any performance payments will be in accordance with procedures governing Lecturer level in the Academic Job Family. Annual increment date is 1 October up to the maximum of the standard salary scale. For those starting between 2 April – 30 September, subject to satisfactory performance, the fist increment will be on the first of the month after six months in post.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

**Senior Lecturers**

The post will be at the **Senior** **Lecturer level** of the **Academic Job Family** and the associated salary range is available at: <https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/academic/>

Incremental progression and any performance payments will be in accordance with procedures governing Senior Lecturer level in the Academic Job Family. Annual increment date is 1 October up to the maximum of the standard salary scale. For those starting between 2 April – 30 September, subject to satisfactory performance, the fist increment will be on the first of the month after six months in post.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

**Readers**

The post will be at the **Reader level** of the **Academic Job Family** and the associated salary is available at: <https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/academic/>

Any salary increases or performance payments will be determined in accordance with procedures which govern senior academic staff.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

**Professors**

The post will be at the **Professor level** of the **Academic Job Family** and the associated salary is available at: <https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/academic/>

Any salary increases or performance payments will be determined in accordance with procedures which govern senior academic staff.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

Salaries are payable on the 24th day of each month (the exception being December) by transfer to a bank or building society account. Deductions in respect of income tax and National Insurance contributions will be made from salaries at the statutory rates.

Academic staff normally take annual leave during Imperial vacations and by arrangement with the Head of Department in the light of academic and departmental requirements. Annual leave entitlement is 39 days for full time staff (pro rata entitlement for part time staff). This is inclusive of 8 days for public holidays and a total of six days each year when Imperial is closed over Easter and Christmas.

At the beginning of the leave year staff will be required to allocate the appropriate number of days of their mandatory leave entitlement to cover the Imperial’s Closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon an Imperial closure day, bank or public holiday during that leave year.

The occupational pension scheme is the [Universities Superannuation Scheme (USS](https://www.imperial.ac.uk/human-resources/pay-and-pensions/pensions/uss/)). Staff members who are already members of the Federated Superannuation System for Universities (FSSU) or the National Health Service Superannuation Scheme (NHSPS) may, if they are still eligible, retain their membership in these schemes.

Unless stated otherwise in the offer of employment, or agreed by the head of department, the appointment may be terminated by either side by giving a minimum of three months’ notice in writing. For academic members of staff who wish to give notice of their intention to resign from Imperial, the last day of service should fall on one of the following dates: 31 December; 31 March; 30 June or 30 September or at the end of a term by agreement with the Head of Department.

All staff have a probationary period of six months, with the exception of Assistant Professors, Non-Clinical Lecturers and Senior Lecturers (Clinical and Non-Clinical) who normally serve three years. Clinical Lecturers normally serve one year.

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances, the notice from the Imperial would be as above.

**Total Remuneration Package**

Our [Total Remuneration Package (TRP)](https://www.imperial.ac.uk/admin-services/human-resources/trp/) includes our sector-leading package of pay, pensions and recognition as well as our range of benefits.

We have many initiatives to support staff in their personal life ([flexible working](https://www.imperial.ac.uk/human-resources/procedures/flexible-working/), [private health insurance](https://www.imperial.ac.uk/human-resources/benefits/live-well-work-well/private-health-insurance/), [staff networks](https://www.imperial.ac.uk/equality/staff-networks/), [support for staff](https://www.imperial.ac.uk/human-resources/support-and-advice/support-for-staff/), [childcare](https://www.imperial.ac.uk/early-years/)and [carers](https://www.imperial.ac.uk/carers-network/)

[Benefits](https://www.imperial.ac.uk/human-resources/benefits/)to support an active lifestyle and health initiatives, such as the [cycle to work scheme](https://www.imperial.ac.uk/sport/active-travel/cycle-to-work-scheme/), and access to onsite [leisure facilities](https://www.imperial.ac.uk/sport/).

**Childcare**

Our staff have access to the [Early Years Education Centre](https://www.imperial.ac.uk/early-years/) (EYEC) which is the Imperial’s ‘Outstanding’ Ofsted-rated nursery, located at the South Kensington Campus. We also have other [affiliated nurseries](https://www.imperial.ac.uk/early-years/affiliated-nurseries/) located at other campuses.

Imperial offers [support with EYEC fees](https://www.imperial.ac.uk/early-years/how-to-apply/fees/help-with-fees/) in the form of a salary sacrifice scheme enabling parents to pay fees before tax and national insurance contributions are taken.

## **10. Applications**

Our preferred method of application is online, on our website at the following link: [Imperial Career's site](http://www.imperial.ac.uk/jobs/) (select “Job Search”). Please apply online, uploading any relevant supporting documents such as a cover letter, full CV, which should include:

* degrees (including universities and dates);
* past and present posts, list of publications;
* brief description of current and future research plans;
* teaching statement and evidence of teaching scores;
* information on research grants and contracts which have been obtained, student supervision, etc;
* information regarding public engagement undertaken with research activities. Examples include: participating in festivals, working with cultural venues; creating opportunities for the public to inform research; researchers and the public working together to inform policy; citizen researchers and web-based experiments, public debates, etc.

For Lecturer and Senior Lecturer applications please view our [Academic and clinical guidance notes](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/jobs/Academic-and-Clinical-Guiance-Notes-%281%29.docx), which sets out the **mandatory** areas that must be covered in your application**.**

All candidates will be contacted after the shortlisting is completed.